

Diocese of Altoona-Johnstown

Office of Child and Youth Protection

2713 W Chestnut Avenue
Altoona, PA 16601

Telephone: (814) 695-5579 ext. 2621

Website: www.dioceseaj.org

Youth Protection Application

Primary Location: _____ City: _____
(Parish, School, Diocese Office/Activity)

Primary Ministry Role: _____ Other Roles: _____

Personal Information

Name: _____
Last First Middle Maiden Name/Alias

Present Address: Street: _____

City: _____ State _____ Zip Code _____

Home Phone: _____ Alternate Phone #: _____

Email: _____ Date of Birth: _____

List the name, location and dates of attendance with respect to the last two educational institutions in which you have been enrolled.

<i>Name of Institutions</i>	<i>Date/s Attended</i>	<i>Degree/Diploma</i>
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1. _____

2. _____

Previous home addresses (if any) with applicable dates. Please list at least last two.

List all previous experiences involving youth (employment/volunteer):

<i>Location/Address</i>	<i>Phone</i>	<i>Contact person</i>	<i>Type of Work</i>	<i>Dates</i>
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List any gifts, training, education or other factors that have prepared you for work with children/youth.

List your employers for the past ten years (*please use the back if needed*)

<i>Employer</i>	<i>Street Address</i>	<i>Phone</i>	<i>Contact Person</i>	<i>Dates of Employment</i>
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Please respond Yes or No to the following questions. Any yes answer requires a detailed explanation below.

Yes No

Have you ever been convicted of a felony?

Have you ever had your driver's license or a professional license revoked or suspended?

Have you been arrested/charged with driving under the influence of alcohol/other substances?

Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor?

Is there any fact or circumstance about you or your background that would call into questions the advisability of entrusting you with the supervision, guidance, and/or care of young people?

If you answered yes for any of the above, please explain.

Please provide three references other than relatives or present or former employers.

1. Name: _____ Relationship: _____

Address: _____

Phone Number: _____ Email: _____

2. Name: _____ Relationship: _____

Address: _____

Phone Number: _____ Email: _____

3. Name: _____ Relationship: _____

Address: _____

Phone Number: _____ Email: _____

- I declare that all statements contained in this form are true and that any misrepresentation or omission is cause for discontinuation of my involvement as an employee or a volunteer.
- I authorize the Diocese of Altoona-Johnstown to conduct personal and professional reference checks as needed. I realize that the criminal record check will be conducted by the Diocese of Altoona-Johnstown or I may be asked to furnish it.
- I hereby release and agree to hold harmless from liability any person or organization that provides information to the Diocese of Altoona-Johnstown and/or the above mentioned Parish/Organization and their employees, officers and directors or any authorized representative of the same as a result of this record.
- My signature indicates that I have read and understood the above statement and am signing below of my own free will. I also understand that the Diocese of Altoona-Johnstown will conduct a background check every five years for the duration of my employment/volunteerism.

Signature of Employee/Volunteer

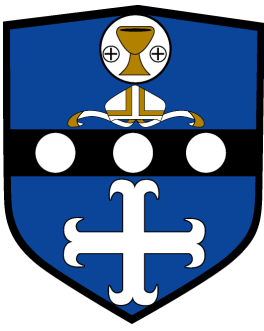
Date

Printed Name

Signature of Parent if under the age of 18

Date

Printed Name



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Code of Conduct for Diocesan Personnel

Appropriate Boundaries and Interactions

All personnel will follow a code of conduct to guide their interactions with youth and vulnerable persons. For the purposes of this policy, the term “personnel” shall mean clergy and members of religious orders, any diocesan, parish or school employee, volunteer or contractor.

Key points:

- Applies to all diocesan personnel
- Addresses ministerial counseling and confession involving youth and vulnerable persons
- Some activities require consent of a parent or guardian
- Consequences for violating these requirements

General: All diocesan personnel shall conduct themselves with propriety, morality and ethics in any activity or situation and for as long as they are employed by or in service to the diocese. All personnel shall read and acknowledge these requirements prior to commencing employment or service. The diocese shall maintain a permanent record of all such acknowledgments. For the purposes of this policy, the term “personnel” shall mean all clergy, members of religious orders, diocesan, parish or school employees, volunteers or contractors.

All diocesan personnel shall:

- a. Conduct any interactions with youth or vulnerable persons, only in approved ways, times and places.
- b. Maintain objectivity in all interactions with youth or vulnerable persons showing no favoritism.
- c. Avoid situations or interactions with youth and vulnerable persons that would cause confusion about the nature of the relationship.
- d. Share any concerns about the behavior of personnel, an adult, youth or vulnerable person with a supervisor.
- e. Hold themselves and others accountable to protect youth and vulnerable persons from harm.

Consequences for Violating of the Code of Conduct: All diocesan personnel are required to report any violation of these requirements to their direct supervisor or if the violation involves their direct supervisor, another supervisor. The diocese shall investigate and take disciplinary action against any personnel who are found to have violated these requirements.

Prohibited Forms of Interaction

Diocesan personnel are prohibited from:

- a. Touching youth or vulnerable persons in a sexual or inappropriate way.
- b. Sharing pornography, sexually explicit topics or materials with youth or vulnerable persons.
- c. Providing a youth or vulnerable person with alcohol, drugs or tobacco.
- d. Being alone or secluded with a youth or vulnerable person in a vehicle, an office, classroom, residence, dormitory, restroom, kitchen, storage room or any other closed setting.
- e. Sharing a bedroom with or taking an unsupervised overnight trip with a youth or vulnerable person.
- f. Being under the influence of alcohol or medication when interacting with youth or vulnerable persons
- g. Possessing or using illegal drugs at any time.
- h. Engaging in the physical discipline of youth or vulnerable persons.

- i. Conducting telephone or internet communications with a youth using an unauthorized telephone account, email account or website.
- j. Engaging in after-hours, off-site or isolated meetings without the express permission a diocesan supervisor and the person's legal caregiver.
- k. Comments about a youth's or vulnerable person's physique or body development
- l. Lengthy or romantic embraces.
- m. Kissing.
- n. Touching a youth's or vulnerable person's thighs, buttocks, groin or breasts.
- o. Wrestling, tickling, rough housing or piggyback rides with a youth or vulnerable person.
- p. Massaging a youth or vulnerable person.
- q. Allowing youth to sit on the lap.
- r. Any display of unwanted affection.

Acceptable Forms of Interactions

The following are acceptable form of interaction between diocesan personnel and youth or vulnerable persons:

- a. Interaction is Public, Appropriate and Non-Sexual in nature and Non-Threatening
- b. Verbal praise
- c. Handshakes, high-fives and hand slaps
- d. Pats on the shoulder, back or head
- e. Side hugs and bending down for hugs with small children
- f. Holding hands during prayer, while walking, kneeling or sitting beside a youth or vulnerable person
- g. Respect an individual's preference if they do not want to be touched in an appropriate way

In accord with my role as Church personnel, and in witness to the Gospel of Jesus Christ, I will conduct myself with integrity, acting in a manner that is consistent with the discipline and teachings of the Catholic Church.

I will guide my behavior by civil and canon law, by the policies of the Diocese of Altoona-Johnstown and by the Code of Conduct by...

1. Respecting the rights of each person and advancing his or her welfare during the course of counseling, advising or spiritual direction.
2. Holding in the strictest confidence information disclosed during the course of counseling, advising or spiritual direction with respect to Pennsylvania Child Protective Services Law and Mandated Reporting Requirements.
3. Maintaining an open and trustworthy relationship when working with youth, free from inappropriate behavior that would put them at risk.
4. Honoring the trust placed in Church personnel by not exploiting others for sexual gain or intimacy.
5. Providing a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment.
6. Maintaining confidentiality in creating, storing, accessing, transferring and disposing of Church records.
7. Avoiding situations that might present a conflict of interest.
8. Reporting to proper authorities my own ethical or professional misconduct and the misconduct of others.
9. Treating Church personnel justly in the day-to-day operations of work and ministry.
10. Being responsible for my own spiritual, physical, mental, and emotional health.

I HAVE CAREFULLY READ, UNDERSTAND, AND HEREBY COMMIT TO CONDUCTING MYSELF IN ACCORD WITH THE DIOCESE OF ALTOONA-JOHNSTOWN CODE OF CONDUCT.

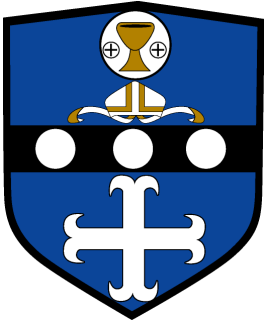
(PRINT Name)

(Signature)

(Date)

(Position)

(Name of Parish/School/Diocesan Office)



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Use of Technology, Electronic Communication, Texting, Social Media, Video, Gaming, etc.

For the purposes of this policy, the term “personnel” shall mean clergy and members of religious orders, any diocesan, parish or school employee, volunteer or contractor.

General: Regardless of the manner or method, all communication with minors must be faithful to the teachings and values of the Catholic Church. As leaders and role models for children our communication with minors must respect the psychological, physical and behavioral boundaries of the young person and be appropriate to the ministerial and professional relationship. Permission of the parent or guardian must be obtained, in writing, in order for an adult leader to communicate with minors via telephone, cell phone, text messaging, e-mail, social networks, or other electronic means. All means of communication (written, text, email, etc.) with minors will be copied to the parent or guardian.

The Diocese of Altoona-Johnstown shall manage the use of its electronic or digital communication devices, computers, email accounts, social media accounts, websites and digital data storage for the protection of youth and others. All personnel or any person who is granted access to diocesan technology devices or technology accounts, shall complete an orientation on the responsible use of technology and sign the ‘Standards for the Utilization of Electronic Media Policy’ provided by the Director of Information Technologies and Director of Human Resources. The diocese shall maintain a record of all persons who are oriented.

Unacceptable Use Restrictions for Diocesan Personnel

Personnel shall NOT:

- a. Use any technology to violate a federal, state or local law
- b. Conduct electronic or digital communications with a non-familial minor without using a diocese-approved device and/or account, and without the approval of the minor’s legal caregiver
- c. Encourage a sexual relationship between an adult and a minor
- d. Use, transmit or store pornographic or obscene content
- e. Share a person’s personal information without their consent or the consent of their legal caregiver
- f. Use diocese-owned equipment or devices to harm others, for personal profit or for partisan political purposes
- g. Use diocese-owned equipment or devices for pornography purposes
- h. Allow the use of a diocesan email account by an unauthorized user
- i. Allow access to a diocesan digital file to anyone not authorized to view, edit, or copy its contents
- j. Electronic media may not be used to knowingly submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or otherwise illegal material; nor

shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state or federal law is also prohibited and is a breach of the terms and conditions of this policy

- k. Any messages or information sent by a user to one or more individuals via an electronic network are statements identifiable and attributable to the Diocese, must comply with this and other Diocesan policies, and may not disclose any confidential or proprietary information
- l. The use of chat rooms is prohibited. An authorized alternative is the use of Project Discussion Groups
- m. Any employee or client found to be abusing the privilege of Diocesan-facilitated access to electronic media or services will be subject to disciplinary action including risk of having the privilege removed

Social Network, Media and Text Messaging

While the Diocese respects the right of employees to use social media and networking sites, as well as personal websites and blogs, it is important that employees' personal use of these sites does not damage the reputation of the Diocese, its employees, or its students or their families. Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

Social media or Text Messaging

- Youth under the age of 18, including students, volunteers, etc., are not to be included as "friends," "followers," or any other similar terminology used by various sites.
- All communication with youth under the age of 18 must include their parent or guardian and be only for reasons related to school, volunteer activities, etc., and never for the purpose of sharing or requesting personal information.
- If the Diocese believes that an employee's activity on any means of social media social violates its policies, the Diocese will request that the employee cease such activity; and dependent upon the severity of the incident, the employee may be subject to disciplinary action.
- The use of pornography, sexting or any other inappropriate social media or text exchange with a minor or vulnerable person is prohibited.
- Any form of social media contact with youth will also be copied to the parent(s) or guardian (s) of the youth.
- Except in the case of emergency, personnel are not permitted to communicate with minors using private email accounts, or personal/private social media or telephone accounts.

Email

- Email services are available for Diocesan employees to conduct and communicate Diocesan business. Incidental personal use of email is allowed with the understanding that the primary use be job-related, and that occasional use does not adversely impact work responsibilities or the performance of the network and should never involve inappropriate or offensive content.
- Email services are provided only while a user is employed by the Diocese and once a user's electronic services are terminated, employees may no longer access the contents of their mailboxes, nor should they export their mailbox to a personal account before departure.
- Email users are advised that electronic data (and communications using the Diocesan network for transmission or storage) may be reviewed and/or accessed by authorized diocesan officials for purposes related to diocesan business. The Diocese of Altoona-Johnstown has the authority to access and inspect the contents of any equipment, files or email on its electronic systems.
- Personal email is not to be used to conduct diocesan business or communications under any circumstances.
- Any form of email contact with youth will also be copied to the parent(s) or guardian (s) of the youth.

Photograph and Video

If pictures and videos are taken during youth ministry events and gatherings there must be parental consent. No child or youth under the age of 18 should be photographed in any form without the knowledge of their parent or guardian and a signed consent form. All photographs and videos of minors considered to be used for flyers, parish and diocesan publications, and the ministry website must have the written consent of the parent or guardian. Names will not be posted unless written authorization is given the parent or guardian, and then only first names will be used.

Ministry Web Pages

Anyone who establishes a ministry web presence should make a commitment to this vehicle of communication. Web pages, especially the index or main page(s), should be regularly updated. As with any ministry effort, there should be an intentional plan and set of goals regarding establishing and maintaining a web presence. Great care should be used to protect people on a web page that is publicly accessible and use the following guidelines:

- Personal information should never be made available (i.e. home address, home or cell number, home email address, etc.).
- Written authorization must be obtained from parent/guardian before posting photos or videos of young people.
- Pictures or videos should not be captioned with a young person’s name unless the parent/guardian has given you written authorization to do so.
- Never use a picture or video that might be considered embarrassing or unflattering or inconsistent with the mission of the Diocese.
- Care should be taken to protect the reputation of our church membership. If individuals are uncomfortable with a particular photo or video, it should be immediately removed from the website.

Online Gaming

Those who minister and work in pastoral settings with young people should take care in their involvement with online gaming. While this may be a recreational alternative, for many it is also an opportunity for social networking. Pastoral ministers should take care of protecting their online game identities so that appropriate boundaries are maintained.

No contact with minors in any form of online gaming, gambling or virtual reality and augmented reality gaming. Minors may not be physically present when personnel are engaged in any form of online gaming, gambling or virtual/augmented reality gaming.

Youth Protection policies extend into cyberspace. There should be no one-on-one online or digital activities (games, social media, etc.) or electronic communications. All users must respect the use of the electronic media. In doing so, we have the means to inform, educate and enlighten a vast number of people. Adults should always include or copy a parent or guardian in all online communications, ensuring no one-on-one contact exists in text, social media or other forms of online or digital communication. We are obligated to use the electronic tools in a manner reflective of the mission of the Diocese of Altoona-Johnstown.

I HAVE CAREFULLY READ, UNDERSTAND, AND HEREBY COMMIT TO CONDUCTING MYSELF IN ACCORD WITH THE DIOCESE OF ALTOONA-JOHNSTOWN USE OF TECHNOLOGY AND WILL HAVE NO DIGITAL CONTACT WITH A MINOR.

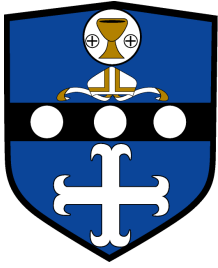
(PRINT Name)

(Signature)

(Date)

(Position)

(Name of Parish/School/Diocesan Office)



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Please return the completed form to the attention of Youth Protection Contact at the primary site where the employee/volunteer listed below OR directly Director of Child and Youth Protection. Email: coconnor@dioceseaj.org or USPS mail to: Diocese of Altoona Johnstown; c/o Children & Youth Protection, 2713 W Chestnut Avenue, Altoona, PA 16601

Employee/Volunteer's Ministry Reference

Please complete this form for an individual who is applying to be an employee and/or a volunteer within the Diocese of Altoona-Johnstown. This form must be completed by a person not related to the applicant.

Name of Employee/Volunteer: _____ Primary Location: _____

Is this applicant an: Employee Volunteer

Applicant Position(s): _____

How many years have you known this individual? _____

In what capacity do you know this individual? _____

In your words, please describe this individual's reliability and willingness to continue his/her commitment.

Please answer yes or no to the following questions. If you answer yes to any question(s), please explain in detail on the reverse side of this page.

Yes No

Are you aware of any problems that would limit the individual's ability to fulfill this obligation?

Are you aware of any problems or concerns that should limit or preclude this individual from working with children and/or youth? If yes, please explain.

Are you aware of any instance in which the individual's driver's license or other professional license was revoked or suspended?

Are you aware whether this individual has ever been arrested or charged with driving under the influence?

Are you aware whether this individual has ever been charged or arrested for sexual misconduct with minors?

Is there any fact or circumstance about the individual's background that would call into question the advisability of entrusting the individual with the supervision, guidance, and/or care of children and young people?

Are you aware of any other information that would bear upon the appropriateness of the individual's involvement in Church activities?

Are you willing to validate this individual's appropriateness for ministry as an employee and or volunteer for the Diocese of Altoona-Johnstown? Yes No

If No, why not?

Date

Signature

Printed Name

Phone: _____ Email: _____

ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Other names by which you have been identified: _____

Section 2. Arrest or Conviction

- By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.
- By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

Section 3. Child Abuse

- By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.
- By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature

Date

INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.

LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

<ul style="list-style-type: none"> ▪ Chapter 25 (relating to criminal homicide) ▪ Section 2702 (relating to aggravated assault) ▪ Section 2709.1 (relating to stalking) ▪ Section 2901 (relating to kidnapping) ▪ Section 2902 (relating to unlawful restraint) ▪ Section 2910 (relating to luring a child into a motor vehicle or structure) ▪ Section 3121 (relating to rape) ▪ Section 3122.1 (relating to statutory sexual assault) ▪ Section 3123 (relating to involuntary deviate sexual intercourse) ▪ Section 3124.1 (relating to sexual assault) ▪ Section 3124.2 (relating to institutional sexual assault) ▪ Section 3125 (relating to aggravated indecent assault) ▪ Section 3126 (relating to indecent assault) ▪ Section 3127 (relating to indecent exposure) ▪ Section 3129 (relating to sexual intercourse with animal) ▪ Section 4302 (relating to incest) ▪ Section 4303 (relating to concealing death of child) 	<ul style="list-style-type: none"> ▪ Section 4304 (relating to endangering welfare of children) ▪ Section 4305 (relating to dealing in infant children) ▪ A felony offense under section 5902(b) (relating to prostitution and related offenses) ▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances) ▪ Section 6301(a)(1) (relating to corruption of minors) ▪ Section 6312 (relating to sexual abuse of children) ▪ Section 6318 (relating to unlawful contact with minor) ▪ Section 6319 (relating to solicitation of minors to traffic drugs) ▪ Section 6320 (relating to sexual exploitation of children)
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- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act.”
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
 - the United States; or
 - one of its territories or possessions; or
 - another state; or
 - the District of Columbia; or
 - the Commonwealth of Puerto Rico; or
 - a foreign nation; or
 - under a former law of this Commonwealth.

- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.