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## Creating a Safe Environment (CASE) Volunteer Policy

### All Volunteers

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Issued by: The Most Reverend Salvatore R. Matano  
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#### KEY POLICY STATEMENTS:

- In accordance with the *Charter for the Protection of Children and Young People* promulgated by the United States Conference of Catholic Bishops (USCCB) in 2002 and revised in 2018, volunteers within the Diocese of Rochester and its affiliated entities (DORAE) must complete Creating a Safe Environment (CASE) Training, acknowledge a Volunteer Code of Conduct, and complete a Background Check **prior** to volunteer service.
- Persons (age 18+) who volunteer within (DORAE) must complete (CASE) Training, acknowledge the Volunteer Code of Conduct (included within the on-line training as of July 2020), and complete a Background Check **before** volunteering.
- Volunteers will complete *Renewal* Training, acknowledge the Volunteer Code of Conduct (on-line) and complete a Background Check **every three years**.
- Volunteers who have completed (CASE) Training and had a background check one time and who have attained the age of 70 will be exempt from renewal of CASE Training, they will be required to complete an updated background check and sign the Volunteer Code of Conduct every 3 years.
- Minors (those age 13-17) who volunteer will complete a portion of CASE Training on-line that is designed for minors (which includes electronically acknowledging the Volunteer Code of Conduct) and complete another portion of training in person at the parish. Background Checks are not completed on minors (age 13 – 17).
- Volunteer Drivers must be 21 years of age or older. Volunteer Drivers must complete CASE Training, acknowledge the Volunteer Code of Conduct, complete a Background Check which includes a New York State DMV Check, and complete a Volunteer Driver Form **before** they can offer their volunteer services. New York State DMV Checks must be renewed annually. Volunteer Drivers must review the Volunteer Driver Policy ([Link](#)).

- (DORAE) prohibits the viewing, acquisition, possession, and distribution of child pornography.

**APPLIES TO: All required volunteers** in the Diocese of Rochester and its affiliated entities.

Some volunteers are excluded from CASE requirements, see CASE Exceptions Listing ([link](#)) for details.

## **DETAILS:**

Parish and School leadership (Pastor/Parochial/Pastoral Administrator, Director of Campus Ministry, Principal, etc.) are responsible for ensuring that all volunteers have completed the on-line CASE Training (which includes acknowledging the on-line Code of Conduct, as of July 2020) and have completed a Background Check.

Leadership **must** assign a CASE Coordinator who will coordinate, track, and ensure compliance with this process.

It is the responsibility of parish employees who work with volunteers (especially those who will volunteer with children, youth, or vulnerable adults) to communicate the names and contact information of the volunteers to the CASE Coordinator, **prior** to any volunteer participating in volunteer activities.

## **Records Retention**

Parishes/Schools and affiliated entities must retain the following records for each volunteer bound by this policy for four years after the person ceases to volunteer.

- Authorization/Notification hard copy forms for Background Check
  - Including the on-line Background Check authorizations
- Acknowledgement from RBA of completion of Background Check
- Signed Volunteer Code of Conduct
  - Included within the on-line CASE training as of July 2020
- Verification that CASE training has been completed
- (For drivers) Volunteer Driver Form
  - Verification that DMV check was completed

In addition, each location's CASE Coordinator must maintain the CASE Volunteer Tracking Spreadsheet of all volunteers bound by this policy.

- The CASE Volunteer Tracking Spreadsheet is maintained within SharePoint, access to the document is provided by the Safe Environment Office.
- The DOR will request each CASE Coordinator to submit this spreadsheet annually.
- Spreadsheets are audited internally and externally.

## **Specific CYO Policies and Procedures**

CYO Athletic Directors, Coaches, Site Managers, and other volunteers must meet all CASE requirements **prior** to volunteering and **before** the beginning of practices/the season. This includes CASE Training (acknowledging the Volunteer Code of Conduct, included in the on-line training as of July 2020), and complete a Background Check. This must be **renewed every three years**, completed through the parish/school CASE coordinator.

There must be at least two CASE trained people aged 21 or over present for every practice and game. If these adults are not Coaches or Assistant Coaches, they must be compliant with CASE Volunteer policy. **An adult must never be alone with children. Players can never be left alone to wait for pickup at the end of games or practices.**

Transportation of players:

- Parents/guardians are ordinarily responsible for arranging transportation for their children to and from parish/school-sponsored events.
- If a Coach does arrange and/or provide transportation to and from events for players on his/her team, the driver must be accompanied by another adult, must have completed CASE training, signed the Volunteer Code of Conduct and passed a Background Check.
- The driver also needs to comply with the Volunteer Driver Policy ([Link](#)), have an annual DMV Check, and have a current Volunteer Driver Form (English [Link](#), Spanish [Link](#)) signed on file.
- There should never be an occasion when one adult is alone with one minor. There must be at least two CASE-compliant adults with one minor.

### **Specific Policies and Procedures for Scout Meetings on Parish/School Property**

Those involved with Scouting America and Girl Scouts which rent or use space at a diocesan parish/school must follow CASE policies. Records must be kept by the CASE Coordinator:

- Leaders (including all registered scouting leaders)
- Volunteers
- Scouting America: Lion and Tiger Adult Partners who are not the parent/guardian of the Cub Scout.
- Scouting America: Participants in Venture Crews and "College Reserve" aged 18 and older

The following individuals are **not** required to follow CASE policies:

- Merit badge counselors working with Scouts in a group setting with CASE trained Scout leaders/volunteers present.
- Parents/guardians participating in activities or family camping as a parent.

Parents/guardians are ordinarily responsible for arranging transportation for their children to and from Scout activities. Scouts can never be left alone to wait for pickup at the end of a meeting or event.

Scouts working on Eagle or Gold projects are responsible for coordinating their project and engaging others to help. They should not meet with non-CASE compliant adults unless they are with a parent/guardian or at least one CASE-compliant adult.

There can never be an occasion when one adult is alone with a minor. There must be at least two CASE-compliant adults with any single minor. This policy is consistent with the Scouting America policy and Girl Scouts policy requiring two adults at all times.

**Special Circumstance: Minors (age 13-17 years old) volunteering with Children, Youth, or Vulnerable Adults**

- Minors aged 13-17 who are interested in volunteering must complete the following requirements:
  - CASE training for minors is completed in person using materials designed specifically for them. The recommendation is to complete the training for more than one minor (if possible) in a group session. Catechetical Leaders or CASE Coordinators are responsible for the group in-person minor training.
  - Minor signs and acknowledges the Volunteer Code of Conduct form *For Minors*.
  - Background Checks are not completed on minors (age 13-17).
- Minors aged 13-17 must participate in a *renewal*/of training every three years until age of 18, when the Adult CASE Training must be completed as detailed above.
- Minors must never volunteer in any cash collection or handling aspects.
- Catechetical Leaders and CASE Coordinators are responsible for tracking minor training.