



DIOCESE OF SPRINGFIELD – CAPE GIRARDEAU
Compliance Guidelines and Training Chart

Role	CBC	VIRTUS PGC	CoC and BQ	MRT	SEP	CC
Priests, Deacons and Seminarians	✓	✓	✓	✓	✓	✓
Employees of The Catholic Center, Parishes, Agencies	✓	✓	✓		✓	
School Employees [Certified and Non-certified]	✓	✓	✓		✓	
DREs/CREs, Catechists, Youth Ministers, Coaches	✓	✓	✓			
School Volunteers, Scouts, and All Parish Volunteers Who Minister to Children and/or Youth	✓	✓	✓			
Background Checks						
CBC—Criminal Background Check	AmericanChecked	<ul style="list-style-type: none"> All Clergy, Principals and Teachers, Diocesan, Parish and School Employees, and Volunteers who regularly work with children must complete and sign the Background Disclosure and Authorization form and submit to the local parish or school office or Safe Environment Coordinator http://dioscg.org/wp-content/uploads/BackgroundAuthorization2017-English.pdf Re-screenings are conducted periodically 				
Training						
VIRTUS—PGC Protecting God’s Children	VIRTUS	<ul style="list-style-type: none"> Participants must pre-register at https://www.virtusonline.org/ Training must be completed within 60 days of being hired/active Ongoing training through monthly bulletins may be required 				
CoC and BQ—Code of Conduct and Background Questionnaire	Roman Catholic Diocese of Springfield—Cape Girardeau Office of Child and Youth Protection	<ul style="list-style-type: none"> All Clergy, Principals and Teachers, Diocesan, Parish and School Employees, and Volunteers who regularly work with children and youth are required to read and sign the Code of Conduct and complete the Background Questionnaire annually and submit to local parish or school office or Safe Environment Coordinator http://dioscg.org/wp-content/uploads/2017-18Code-of-Conduct-Adults-English-Aug32017.pdf http://dioscg.org/wp-content/uploads/2017-18Code-of-Conduct-SPANISH-ADULT.2.pdf 				
MRT—Mandated Reporter Training	Missouri Department of Social Services Missouri Child Abuse and Neglect Hotline 800-392-3738	<ul style="list-style-type: none"> Clergy, Principals, Teachers, Healthcare and Mental Health Professionals, and daycare employees are Mandated Reporters {as defined RSMO 210.115; 210.130; 210.140; 352.400} Training may be required and is recommended for anyone who regularly works with children and youth http://www.protectmokids.com/ https://dss.mo.gov/cd/pdf/guidelines_can_reports.pdf 				
SEP—Safe Environment Procedures	Roman Catholic Diocese of Springfield—Cape Girardeau	<ul style="list-style-type: none"> All Clergy, Principals and Teachers, Parish, Diocesan and School Employees should be familiar with Safe Environment Procedures http://dioscg.org/wp-content/uploads/SafeEnvironmentPolicy-2017-w-Tech-email-soc-media-r2-8012017.pdf 				
CC—Critical Conversations	Critical Conversations	<ul style="list-style-type: none"> Priests and Deacons in Ministry or Administration may be required to complete as prescribed by the Bishop or Chancellor 				

- ✚ ALL EMPLOYEES WHO ARE ON A DIOCESAN PAYROLL MUST BE IN COMPLIANCE WHETHER OR NOT THAT EMPLOYEE WORKS WITH CHILDREN OR YOUTH OR THE NUMBER OF HOURS OR POSITION HELD.
- ✚ NO ONE UNDER THE AGE OF 18 MAY BE IN A SUPERVISORY ROLE OR SOLELY RESPONSIBLE FOR OTHER MINORS.