

Safe Environment Policies for Catholic Pro-Life Community (CPLC)

CPLC employees and all volunteers serving with our youth and vulnerable adults must observe all Safe Environment screening procedures for the Diocese of Dallas before participating in any of the CPLC ministries. **All employees must be Safe Environment cleared before they begin work for the CPLC.** Once a volunteer is cleared through any diocesan parish or school within the Diocese of Dallas' Safe Environment program, he/she can volunteer in all ministries without having to repeat the Safe Environment New Volunteer process. However, the CPLC Safety Director must have received the required documentation verifying the Safe Environment status before the volunteer may be active in CPLC Ministries.

Safe Environment clearance is required to volunteer in the following CPLC Ministries:

CPLC OFFICE

Healing After Abortion Ministry – The Rachel Retreats
Convert-to-Life – Sidewalk Counseling
Gabriel Angels
G.E.M.S.
Hispanic Pastoral Ministry
Speakers Bureau
Youth For Life (YFL)

Safe Environment clearance is not required at this time to volunteer in the following Ministries because they do not minister to youth or vulnerable adults:

Civic Action
Parish Coordination
Prayer Ministry

The YFL Policy and Implementation is attached and made a part of CPLC Safe Environment Policies.

VOLUNTEER:

CPLC will accept clearance verification from diocesan parishes and schools and record dates for latest training and Criminal Background Check (CBC). When they are cleared by a parish of the Diocese of Dallas, it is understood that they have completed all six elements required by the Diocese of Dallas' Safe Environment.

All volunteers who are not cleared in a parish or school in the diocese, will be cleared through Catholic Pro-Life Committee by using our on line Safe Environment process at [www.prolifedallas.org /Safe Environment](http://www.prolifedallas.org/SafeEnvironment) following the "New Volunteers" directions.

When a parish does not send the Safe Environment verification letter for a volunteer, the volunteer may be cleared through Catholic Pro-Life Committee by using our on-line Safe Environment process at [www.prolifedallas.org/Safe Environment](http://www.prolifedallas.org/SafeEnvironment) following the "New Volunteers" directions.

Safe Environment clearance verification from Non Parish Based Organization (NPBO) or Out of Diocese will be accepted for one-time events only. All those volunteering on an ongoing basis must have a Safe Environment clearance with all six elements required by the CPLC and the Diocese of Dallas and be current and clear.

EMPLOYEE

Employees who have been cleared through their parish and appropriate verification received by CPLC, will also be required to go to [www.prolifedallas.org /Safe Environment](http://www.prolifedallas.org/SafeEnvironment) and complete the remainder of the Safe Environment requirements:

- 1) On Line Screening Form
- 2) Signed Release (last page of Screening Form)
- 3) Acknowledgment Form (after reading the Diocesan Safe Environment Policies)

- 4) Interview (face-to-face) done by supervisor
- 5) Signed Email/Computer Policy Form
- 6) References will be checked by Safety Director

All employees who are not cleared in a parish or school in the diocese, will be cleared through Catholic Pro-Life Committee by using our on line Safe Environment process at www.prolifedallas.org /Safe Environment following the "New Employee" directions.

All employees will do their update training prior to the annual renewal date. Employees will not be kept on the clock or paid for time during any period they are considered "not clear".

CPLC Safe Environment Policy and Sexual Harassment Policy is maintained current with that of the Diocese of Dallas.

CPLC will maintain written verification of CBC and Training.

Information will be recorded on the CPLC Safe Environment database and hard copy files maintained by Elaine Wood, CPLC Safety Director at 14675 Midway Rd. Suite 121 Addison Texas 75001.

VOLUNTEERS AND EMPLOYEES who drive clients on behalf of CPLC are required to have on file with CPLC a current:

1. Driving Record. A Motor Vehicle Release Form (MVR) is required in order for the CPLC Safety Officer to secure the Driving Record. Everyone driving clients while representing CPLC will complete an MVR form in order for CPLC to order a Driving Record. Fax a copy to 972-385-3851 or email to ewood@prolifedallas.org These must be renewed every three years.
2. Proof of Insurance Form. Everyone driving clients while representing CPLC will complete a Proof of Insurance Form and fax it to 972-385-3851 or email to ewood@prolifedallas.org
3. Proof of Insurance card provided by insurance company for the automobile used showing the employee/volunteer as insured. Fax a copy to 972-385-3851 or email ewood@prolifedallas.org

Elaine Wood, CPLC Safety Director
972-267-5433 or ewood@prolifedallas.org
fax: 972-385-3851