

Sacred Heart Cathedral School

All Volunteers / All Employees

School Employees, Substitute Teachers, Volunteers in the Classroom, Fieldtrip Volunteers, Office, Lunchroom, Playground Monitor, Tutor, Coach or other positions working with children must comply with these requirements.

1. Obtain the Florida Department of Law Enforcement (FDLE) VECHS Waiver Agreement and Statement Form by visiting Sacred Heart Cathedral School. You will use this site name and code when registering for your Level-2 Criminal Background Search. The school will retain a photocopy and send the original VECHS Waiver Agreement to the Diocese.

Leave the original signed VECHS with the school along with the payment indicated below.

2. The Diocese will bill the school once a month to recover the costs associated with volunteering or employment with regard to Safe Environment requirements. Make checks payable to Sacred Heart School in the following amount:

Volunteer = \$55 Employment = \$65

3. At this time the prospective volunteer or employee will be given the Safe Environment Flyer (Diocese of Pensacola-Tallahassee Charter Requirements for the Protection of Children, Young People and Vulnerable Adults). This flyer has information concerning the following:

* Safe Environment at www.shieldthevulnerable

This is an on-line safety education and prevention program that will provide the required training. School volunteers and employees must complete two courses: Recognize, Report & Prevent Child Abuse and Detecting Predators.

* Level-2 Criminal Background Search at www.fieldprintflorida.com

Register at the web-site indicated above to make an appointment to be fingerprinted.

All Diocesan Schools use the following codes: ***Codes will be given to you at the school office upon receipt of your payment.***

* Volunteer Driver Information Sheet

This form is used to obtain a Motor Vehicle Report (MVR) for those driving on behalf of the Diocese. This may include driving on a school fieldtrip or transporting athletic teams and youth group members to events.

The driver must not have any medical condition nor be taking any medications that would impair their ability to operate a motor vehicle.

4. Reports will be forwarded to the Diocesan Office of Safe Environment for review, clearance and input into the Diocesan database. After that time it will also be available to Sacred Heart Cathedral School.