



Procedures for Fulfilling Requirements of:

Charter for the Protection of Children and Young People

All parishes and schools are required to follow the procedures outlined below:

1. All employees as well as all volunteers who have regular or unsupervised contact with minors must have a background check, attend a VIRTUS Session, and read and sign the appropriate Code of Conduct form.
2. New families enrolling children in parish and school programs should receive a VIRTUS Parent Guide. Parishes and schools should order any needed guides from the PCYI office as early in the program year as possible for timely distribution.
3. Implement the following timetable of required actions:

October 15

Submit a signed Fall Audit Report (Implementation Plan) to the PCYI office by October 15 of every year. Fall Audit Report forms will be sent to the PCYI Site Leader at each parish and school two months prior to the deadline.

Within 1 week of significant program challenge

Call 651-290-1622 or email pcyi@archspm.org PCYI office for assistance

Within 2 weeks of implementation

Complete Parent Option "Opt-Out" Summary Data form and submit to PCYI office

May 15

Submit a signed Spring Audit Report (Implementation Record) to the PCYI office by May 15 of every year. Spring Audit Report forms will be sent to the PCYI Site Leader at each parish and school two months prior to the deadline.

4. Safe environment instruction may not be done using a home instruction model.
5. Signed Parent Option (Opt Out) Forms as well as copies of completed Fall Audit Report and Spring Audit Report Forms must be stored at your parish or school for a period of four (4) years.

All forms and inquiries should be addressed to:
Protection of Children and Youth Initiative
Archdiocese of Saint Paul and Minneapolis,
328 Kellogg Blvd W, Saint Paul, MN 55102

(Phone) 651.290.1622 (Email) pcyi@archspm.org (FAX) 651.290.1628