

Diocese of Fall River
Office of Safe Environment

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Guidelines for CORI Acknowledgement Forms/Code of Conduct/Training

Per Massachusetts General Laws and the Charter for the Protection of Children and Young People

eAppsDB: (www.eappsdb.com) This database used by the Diocese of Fall River is helpful in organizing employees and volunteers for each site, who are currently compliant with a CORI background check and safe environment training. If an employee or volunteer is currently compliant (current background check/safe environment training) in the database, a CORI renewal is not required. **The first step in requesting a CORI Acknowledgement Form is to verify the current status of each applicant in eAppsDB.** The background check area in the eAppsDB database will have a current date, "Date Check," which will display the last time a CORI was completed. Again, if a CORI/compliancy is current, depending on the outlines below, a CORI renewal is not required. It is important that a CORI request is not duplicated. For example, if an individual wishes to volunteer in their Parish and is already compliant through employment, the site administrator only needs to add a volunteer status and the parish site in the database. The new volunteer site will be in addition to the "primary site" that is already listed. If any assistance is needed in this task, please contact the Office of Safe Environment at OSEChancery@dioc-fr.org.

ALL PERSONNEL (including Sub-Contractors) of a School:

- 1) **Every new employee** must complete a CORI Acknowledgement Form and present a valid driver's license or valid government photo ID in order to verify their identification. A clear copy of the photo ID must be attached to the form after it is verified and signed by an administrator.
- 2) **Every new employee** must complete a Safe Environment Training session. It is available online at <https://fallriver.cmgconnect.org/>. The employee must register as an individual (no group viewings are available) and complete the online Safe Environment Training. The training is as follows:
 - a) Three segments of Safe Haven videos and questions;
 - b) Mandatory Reporting Guide and acknowledgement;
 - c) 2017 Code of Conduct;
 - d) Three Questions to be answered acknowledging the responsibilities of the Code of Conduct;
 - e) 51A online training reference site which will lead to individual mandated reporter training.

After completion of the online training, the employee must download and printout the training certificates which will display their name and date of training. Please note that the name on the certificate must be consistent with the photo ID of the employee. A copy of this certificate must accompany the original CORI Acknowledgement Form and the copy of the photo ID and all are to be forwarded to the Catholic Schools Office for processing. A copy of these forms should be kept on site at the school in a secure cabinet for the duration of the employment position, separate from the employee's personnel file.

- 3) **Every existing employee** must renew a CORI and sign a Code of Conduct every three (3) years. A Site Administrator must confirm their Safe Environment Training is current prior to the renewal. Employees must renew their training every six (6) years and an updated certificate must be presented. The site administrator must keep track of the renewal periods for employees in eAppsDB.
- 4) **Please note:** Per the Massachusetts Department of Public Health, a paid employee that works seasonally (summer camp counselor, sports coach) is not considered a permanent employee as it constitutes a break in employment/service. These employees must be CORI'd every year.

- 5) **Sub-contractors:** Every sub-contractor must be assessed regarding compliancy. If a sub-contractor has contact with children, i.e. lunch staff, custodial staff, this would require these individuals to take the online Safe Environment Training and a certificate of completion must accompany the CORI Acknowledgment Form in order for that individual to be complaint within the Diocese. If a sub-contractor is not in contact with children, training is not mandatory, however a CORI Acknowledgement Form shall be submitted as outlined above for processing.
- 6) **Minors (under the age of 18):** CORI's will no longer be processed on minors at this time. A minor who is employed and is in contact with children must be assigned to a CORI'd compliant adult in order to fulfill their employment obligations. A minor employee shall sign a Diocesan Youth Code of Conduct together with a parent/guardian every year they are employed. The original will be forwarded to the Office of Safe Environment with a copy kept on site.

ALL VOLUNTEERS of a School:

- 1) **Every new volunteer** must complete a CORI Acknowledgement Form and present a valid driver's license or valid government photo ID to verify their identification. A clear copy of the photo ID must be attached to the form after it is verified and signed by an administrator.
- 2) **Every new volunteer** must complete a safe environment training session. It is available online at <https://fallriver.cmgconnect.org/>. The volunteer must register as an individual (not group viewings are available) and complete the online safe environment training. The training is as follows:
 - a) Three segments of Safe Haven Videos and questions;
 - b) Mandatory Reporting Guide and acknowledgement;
 - c) 2017 Code of Conduct;
 - d) Three Questions to be answered acknowledging the responsibilities of the Code of Conduct;
 - e) 51A online training reference site which will lead to individual mandated reporter training.

After completion of the online training, the volunteer must download and printout the training certificates which will display their name and date of training. Please note that the name on the certificate must be consistent with the photo ID of the volunteer. A copy of this certificate must accompany the original CORI Acknowledgement Form and the copy of the photo ID and all are to be forwarded to the Office of Safe Environment for processing. A copy of these forms should be kept onsite at the school in a secure cabinet for the duration of the volunteering position.

- 3) **Every existing volunteer** must renew a CORI check and sign a Code of Conduct every year. Online Safe Environment Training must be renewed every six (6) years and an updated certificate must be presented. The site administrator must keep track of the renewal periods for volunteers in eAppsDB.
- 4) **Minors (under the age of 18):** CORI's will no longer be processed on minors at this time. A minor who volunteers and is in contact with children must be assigned to a CORI'd compliant adult in order to fulfill their volunteer obligations. A minor volunteer shall sign a Diocesan Youth Code of Conduct together with a parent/guardian every year they volunteer. The original will be forwarded to the Office of Safe Environment with a copy kept on site.

The **Questionnaire for Volunteers form will no longer be used**. Please note that only the last six (6) digits of an applicant's social security is needed on the CORI Acknowledgement Form.

Each respective office, upon receipt of the verified and completed documents, will process the CORI request within a reasonable time frame. The information will be entered into the eAppsDB database as confirmation of the completion of the CORI request.