



ARCHDIOCESE OF ST. LOUIS

Cardinal Rigali Center
20 Archbishop May Drive
Saint Louis, MO 63119-5738

Dear Provider,

Thank you for your service to our organization. Enclosed you will find information related to Safe Environment Compliance for adults who work with or near children in any School, Parish or Agency ("SPA") within the Archdiocese of Saint Louis.

It is important that you understand the requirements and communicate regularly regarding your employees who provided contracted services. Please note it is the responsibility of the employer to run and review background screenings. The screenings should be regularly updated (at least every even numbered year) and those **dates** should be forwarded to the appropriate location where the employee is providing the contracted services. This will be held in their Safe Environment file at that location.

I would ask kindly that you ensure that a thorough background screening is completed. This includes a Child Abuse and Neglect check, as well as an Out of State check if applicable. We also need to ensure that employees have agreed to the Code of Ethical Conduct for Third Party Contracted Employees and signed the form. I have included a copy of that form for your records. This form should be reviewed and signed by the employee and held within their Safe Environment file at the appropriate location.

We require written notification on company letterhead from you, as the employer, that all employees working in "SPA" have completed the appropriate background screening(s) and that the employee has agreed to and signed the Code of Ethical Conduct. Please include a statement that the individual has been appropriately screened and approved to work in the presence of children. In lieu of this option you may use the enclosed form, **Safe Environment Compliance Verification**.

For guidance or questions related to approving potential employees please contact the Director, of the Safe Environment Program, Sandra Price at 314-792-7271.

Thank you so much for your time and cooperation. The **Safe Environment Compliance Verification** form has been included for your convenience. Please provide a completed form for each employee which should be sent to the location where they are providing contracted services. You may also provide an alternate document which includes all necessary information if you prefer. Thank you again for your willingness to help us keep our children safe.

Sandra Price,

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Archdiocese of Saint Louis
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Saint Louis, MO 63119
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Archdiocese of Saint Louis
Third Party Contractor Requirements for Safe Environment Compliance

The Safe Environment Program requires that all adults who work with or around children in Archdiocesan School, Parish, or Agency ("SPA") within the Archdiocese of Saint Louis follow all applicable compliance procedures as outlined in the Safe Environment Program Policy, Procedures, and Guidelines Manual.

Please refer below to Section I.3 of the Policy, Procedures, and Guidelines Manual to review Safe Environment requirements for Third Party Contractors.

I.3 Safe Environment Program for Third Party Contractors:

Third Party Contractors are those individuals who work in "SPA" who are in a position to have contact with children but who are not directly employed by the "SPA". These individuals could be working for a company or group contracted to provide specific services. (Examples include food service, maintenance firm, or after school care).

I.3.1 Background Screening:

*It is important to make sure that contracted individuals are screened for any past criminal history and any past history of child abuse and neglect. **The responsibility for such screening rests with the employer, not with the administrator of the "SPA"**. The administrator is responsible for ensuring that the contracted firm completes the screening at the appropriate time. Administrators must require evidence that the background screening has occurred. Contracted firms should provide a letter stating the date the individual was screened and provide a statement indicating the individual has nothing in their history that would prevent them from working with or near minors. Contracted firms may also supply a copy of the employee's screening form from the State of Missouri. If a firm does not cooperate in this screening effort, another firm should be sought. The Safe Environment Office will assist the firm in setting up an account with potential screening providers if necessary.*

There should be an ongoing evaluation of independent contractor personnel who are working with or who are in a position to have contact with children.

I.3.2 Code of Ethical Conduct:

The Safe Environment Program also requires that all contractors working with the Archdiocese who may have contact with minors sign a Code of Ethical Conduct for Third Party Contractors.

Certain types of Contractors may exempt while others are not.

It should be noted that Third Party Contractors must require employees to disclose if they have lived out of the state of Missouri. Out of state background screenings should be completed if they have resided out of the state of Missouri in the last five years or currently reside in Illinois or another state. The Safe Environment Office can assist with out of state background screenings if they are notified.

The Archdiocese of Saint Louis requires that all adults working with or near children have their background screenings updated regularly. Background screenings should be updated every even numbered year and the date provided to the appropriate locations where the employee is providing contracted services.



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EMPLOYER DIRECTIONS:

PLEASE COMPLETE AND RETURN THIS FORM TO THE CHILD SAFETY COORDINATOR FOR ANY EMPLOYEE WORKING AT AN ARCHDIOCESAN SCHOOL, PARISH or AGENCY WHERE CONTRACTED SERVICES ARE PROVIDED.

Archdiocese of Saint Louis
Safe Environment Compliance Verification
Third Party Contracted Employee

Contracted Service/Company Name: _____

Address: _____

Employee Address & Phone: _____

Background Screening Information

Date of Current Background Screening: _____

Background Screening Provider: _____

Out of State Background Screening Date: _____

N/A

Out of State Background Screening Provider: _____

N/A

Code of Ethical Conduct

Date: _____

I attest to the best of my ability that the above individual has completed all necessary requirements for Safe Environment Compliance and is appropriate to be in the company of minors. If at any point I become aware of a situation where the above individual would not be appropriate to be around children I will take all necessary steps to inform the Archdiocesan School, Parish, or Agency where the individual is working and remove them immediately.

Signature: _____

Title: _____

Phone: _____