



ARCHDIOCESE
OF
SAINT PAUL &
MINNEAPOLIS

OFFICE FOR THE PROTECTION OF CHILDREN AND YOUTH
(OPCY)

Implementation Schedule for Fulfilling Requirements: *Charter for the Protection of Children and Young People*

Parishes and schools are required to follow the procedures outlined below:

1. All employees as well as all volunteers who have either regular or unsupervised interaction with minors must meet the **Essential 3**: 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 copy of *VIRTUS: Teaching Touching Safety: A Guide for Parents, Guardians, and Other Caring Adults* (Parent Guide). Parishes and schools may order any needed guides online from the Office for the Protection of Children and Youth (OPCY) as early in the program year as possible for timely distribution. The form may be found at: <http://www.archspm.org/general/parent-guide-order-form/>
3. Adherence to the following timetable of required actions is important in order to avoid potential problems when filling out the Spring Audit Report.

October 15

Submit a signed Fall Audit Report (Implementation Plan) to OPCY by October 15. Fall Audit Report forms will be sent to the OPCY Site Leader at each parish and school approximately four weeks prior to the deadline.

Within 1 week of a significant program challenge

Call 651-290-1622 or 651-291-4501 or email opcy@archspm.org for assistance.

Within 2 weeks of implementation of children/youth lessons

Complete Parent Option (Opt-Out) Summary Data form and submit online to the OPCY staff. The form is available at: <http://www.archspm.org/general/programs-opt-summary-form/>

May 15

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

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

All forms and inquiries should be addressed to:
Office for the Protection of Children and Youth (OPCY)
Archdiocese of Saint Paul and Minneapolis,
328 Kellogg Blvd W, Saint Paul, MN 55102

(Phone) 651.290.1622 or 651-291-4501 (Email) opcy@archspm.org (FAX) 651.290.1628