

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Employee Screening

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all persons who are employed to work in a school must have both background and a reference checks conducted.

Permission to conduct a background check must be given by the prospective employee. (See approved Diocesan Educational Application.)

The screening must include any previous or present involvement in activities that would indicate these persons should not be involved in school programs/activities: e.g., child abuse, criminal record, sexual abuse.

The background check must be conducted and approved by the Diocese of Des Moines. Any and all information gathered must be shared with others only on a need-to-know basis. Information gathered shall be confidentially maintained in a safe location.

Employees are required to participate in the Initial VIRTUS training session. Those who work with students more than 3 hours per month are required to complete the monthly training bulletins that arrive via email. These trainings are to be completed by the end of the year.

Each applicant for a certified or non-certified position must list at least three personal references and all places of previous employment and volunteer positions along with appropriate contact information on his/her application.

Potential employers must conduct reference checks in order to obtain knowledge about the persons; their skills, abilities, job performance, work habits and other relevant information pertaining to the applicant's employment history.

Policy Adopted: May 17, 1999
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