

Office of

Safe Environment



Diocese of Wheeling - Charleston

The Diocese of Wheeling-Charleston is committed to the safety and well being of our children and young people. As such, anyone seeking employment or wishing to volunteer in any capacity within the Diocese must complete the three components of the Safe Environment Program before being offered a position (paid or volunteer).

The three components are required of all:

Employees: Anyone who receives a paycheck from the Diocese of Wheeling-Charleston and/or Parish, Catholic School, Institution that is governed by the Diocese of Wheeling-Charleston.

** All employees ***must also*** complete monthly training bulletins through Virtus online. (brief article with one multiple choice question)

Volunteers: Anyone who volunteers directly with minors or is volunteering where minors are present while performing one's duties.

The Three Components of the Safe Environment Program for Adults are:

- Background Checks (ScreeningOne)
- Policy Relating to Sexual Abuse of Children and accompanying form
- Virtus online workshop



Background Checks (Screening One): Before a person is offered a paid or volunteer (working directly with minors or volunteering where minors are present while performing one's duties) position within the Diocese of Wheeling - Charleston, they must give permission to a background check that is focused on anything that would put children at risk. Only after they have been cleared can they be offered said position. The background checks are processed at the local level, i.e. Parish, Catholic School, etc.

Diocese of Wheeling-Charleston



Policy Relating
to Sexual Abuse
of Children



Policy Handbook & Sign-off Form: Along with a cleared background check, they are to be given a Diocesan handbook "***Policy Relating to Sexual Abuse of Children***". They are to sign the form of receipt of said Policy. The policy handbooks are available in English and Spanish.



(Virtus®) Workshop: After the person has been cleared by a background check, they are to participate in an online training if they are employed by the Diocese of Wheeling-Charleston or they volunteer (directly with minors or volunteering where minors are present while performing one's duties).

A word about Confidentiality. All information on the various forms is held in the strictest of confidence. The purpose of this information is to ensure the accuracy of information pertaining to the applicants. No personal information will be able to be accessed by anyone other than persons on a need to know basis.