

Minors and Safe Environment Policy

Minors as Employees

New Ulm Diocesan Administration Policy 13.1 addresses the safe environment program requirements pertaining to minors who are employed or volunteer for the diocesan pastoral center, a parish, Catholic school, or diocesan entity.

Minors (Ages 16 until their 18th birthday) that are employed are expected to meet the three Essential Day-One requirements set for adults with only a slight variance in regards to the background check requirement (item 2).

1. Employed minors are required to be given, and to sign and complete Forms A & B of diocesan Administration Policy 13—the same requirements as an employed adult—an Essential Day-One requirement.
2. Employed minors are required to complete a background check; however, only the Minnesota Bureau of Apprehension check (MN BCA) is required at the time immediately prior to beginning employment—an Essential Day-One requirement.

The diocese tracks the birthdays of the employed minors and will notify the entity to complete a national employee background check at the time of their 18 birthday. If the minor is still employed, the entity will need to follow the procedures for a new adult employee regarding giving the employee the Fair Credit Report Rights Information and the Investigative Consumer Report and the Consumer Report Disclosure and Consent Form.

3. If the employed minor is at least 16 years of age, the individual is required to attend the live VIRTUS training session—an Essential Day-One requirement with allowance for a 60 day grace period for long term employment expectations.

In regards to ongoing online VIRTUS training, the employed minor is assigned the same quarterly online trainings as other employees with the expectation that it is completed within 30 days of being assigned.

Minors as Volunteers

New Ulm Diocesan policy does not allow for a minor to volunteer with other minors unless the minor is continually supervised by a New Ulm diocesan Safe Environment compliant adult. The minor that volunteers is to never be left unsupervised with other minors.

Minors that volunteer are expected to sign the minor volunteer code of conduct. The completed form is to be kept on file by the applicable entity—diocesan pastoral center, parish, Catholic school, or other diocesan entity.

There are no other safe environment requirements for minors as they are only allowed to volunteer with appropriate VIRTUS trained adult supervision.