This guideline is written to ensure that all Contractors and Vendors are processed consistently and accurately, according to the requirements of both the Insurance Office and the current Safe Environment Program (SEP) as contained in the Diocese of St. Petersburg Policy for the Protection of Children and Vulnerable Adults.

The term “contractor” includes business relationship designations such as independent contractors (aka 3rd party contractors), vendors, licensees, consultants, and Memo of Understanding (MOU) personnel.

There are two types of contractors who access diocesan property. The following defines the two types of contractors and outlines the registration and certification process for each.

**Type 1 Contractor:**

**Definition:** Contractors are firms or business entities of one or more persons whose employees have unsupervised access (AKA care, responsibility, and/or supervision) of children, youth and/or vulnerable adults on diocesan property or to and from diocesan property.

1. Examples of Type 1 Contractors include but are not limited to:
	1. School Cafeteria Workers
	2. Janitorial Services
	3. Contract Teachers – including Special Relationship as defined below. (If hired privately, not through a School District)
	4. Counselors – Hearing, Speech, Psychologists, etc. (if hired privately, not through a School District)
	5. SAT Instructors
	6. Tutors
	7. Athletic Instructors (Soccer, Karate, Cheer Leading, Dancing etc.
	8. Acting Instructors

**Type 2 Contractor:**

**Definition:** Contractors are firms or business entities whose employees have access to diocesan property to provide products and services, **but** the firm and its employees do not obtain a FBI/Level 2 background check. Employees of these firms ***MUST*** *be under escort at all times by an employee or volunteer of the entity being serviced.*

1. Examples of Type 2 Contractors include but are not limited to:
	1. Lawn Care Services
	2. Radio Station Maintenance
	3. Soda Machine Stockers
	4. HVAC Repair persons
	5. Business Machine suppliers/repairs
	6. Furniture supplies
	7. Other types TBD

To become a registered Contractor for the Diocese of St. Petersburg the following step must be completed.

**Entity Requirements/Responsibilities:**

Each individual entity will retain evidence of the relationship in the form of a signed contact, license, lease, or memo of understanding between the contractor and the diocese by keeping one on file. The evidence of relationship should be signed for the period of one year and be updated annually; it is the sole responsibility of the entity to maintain the signed agreement/contract or memo of understanding on file**.**

* Approved forms of Evidence of Relationship
	+ Signed contract with diocesan client (school, parish, radio station, or other diocesan entity AKA OWNER)
	+ Signed License if using diocesan property (school, parish, radio station, or other diocesan entity AKA OWNER)
	+ Independent Contractor Agreement
		- Addendum to the Agreement (both must be signed)
	+ Memo of Understanding (MOU)
	+ License or Lease Requirements
	1. Lease if using diocesan property – if using property for more than 1 year
	2. License if using diocesan property for less than 1 year
	3. Depending on circumstances BOTH may be required.

All Current License Agreements, Memo of Understand, and Independent contractor Agreements can be found at the Insurance & Risk Management page of the dosp.org website. <https://www.dosp.org/insurance/> accessible by the entity.

**Contractor- Vendor Responsibilities:**  Complete the following 4 steps.

1. Complete the evidence of relationship with the entity. To register with the Diocese of St. Petersburg and obtain a Contractor ID number, send the following information to the Safe Environment Office fingerprinting@dosp.org
2. Name of Company
3. Name of Company Contact person
4. Address of company
5. Email of contact person
6. Telephone of contact person/company
7. **Insurance Requirements**

A Certificate of Insurance (COI) must be submitted to the Insurance office listing as **additional insured** –

**Gregory L. Parkes, as Bishop of the Diocese of St. Petersburg, a corporation sole and the Diocese of St. Petersburg, Inc., and affiliated entities as their interests may appear are listed as additional insured.**

The following coverage must be listed and current on the COI for the duration of the agreement/lease/MOU.

* + - General Liability insurance ($1million dollars)
		- Workers Compensation or State Waiver thereof
		- Unemployment Insurance
		- Sexual Misconduct – medical services
		- Professional Coverage – Those who need this coverage include but is not limited to:
	+ Attorneys
	+ Accountants (errors and omissions)
	+ All healthcare professionals (doctors, nurses, physical therapist, certified nursing assistants…etc.)
	+ Architects
	+ Mental Health Counselors
1. **Fingerprinting & Safe Environment Requirements:**

The primary responsibility of the Safe Environment Office is the Safety of our Children.  The following is a brief outline to the Safe Environment practices and procedures.  This outline is not all inclusive, for more information please go to <https://www.dosp.org/safe-environment/>

ALL Employees, ALL Volunteers, and ALL Contractors who have care/custody or control of children must be

* Level II Fingerprinted
* Complete the Safe Environment Training.
* **NOTE:** County employees must wear their County ID badge at all times while on diocesan property.

**Fingerprinting Procedure:**

**Please note: We DO NOT accept** LEVEL II Screenings from any other source, other than that listed below.  We do not have a reciprocal agreement with any other State or Federal Agency to allow this.

**To register within our system to be Fingerprinted go to**: <https://www.dospsep.org>

There is a fee for this service, payable at the time of registration.

* 89.00 for Contractors

Credit Card payment is made at the time of registration.

The SEP Office will provide the contractor employer representative with a FBI/FDLE (ARFNP) Level 2 clearance letter for each employee screened.

* The Clearance letter will include:
	+ Permission to have access to diocesan property to provide products or services to the contracted Parish, school, or other diocesan entity on behalf of his/her employer.
	+ The 5 year expiration date of the individual contractor employee’s background check
	+ Clearance letter will act as proof of successful completion of a FBI/FDLE (AFRNP) Level 2 background check.
* Non – Clearance letter will include:
	+ State the firm’s contractor employee cannot have access to diocesan property to provide products or services on behalf of his/her employer.
	+ Failure to clear means contractor/vendor employee DOES NOT clear the FBI/FDLE (AFRNP) Level 2 background check because he/she does not meet the Diocese of St. Petersburg Minimum Standards of Moral Conduct.
	+ Standards may be found at (<http://www.dosp.org/safe-environment/fingerprint-based-background-screening/standards-of-moral-conduct>/)
	+ The Florida Department of Law Enforcement and the FBI prohibit the diocese from divulging contents of a contractor’s employee background check to his/her employer. The individual contractor employee is entitled to a personal copy of the report upon which the diocese based its decision. This request must be in writing and addressed to the Diocese of St. Petersburg, Safe Environment Program Manager, 6363 9th Ave., North, St. Petersburg, FL 33710. The contractor employee is free to share the results of his/her background check with his/her employer if he/she wishes to do so. (Note: Contractors do not have access to the diocesan appeal process).
1. **Safe Environment training**:

All trainings are completed Through the CMG Connect website at [www.cmgconnect.org](http://www.cmgconnect.org). Once on the page please click on the appropriate link to begin the registration process.

* **Everyone** (Employees, Volunteers, & Contractors) must complete the SAFE ENVIRONMENT training – (green Box)
* Teachers in addition to Safe Environment must complete:
	+ Blood Borne Pathogens
	+ Reporting Abuse
	+ Suicide Prevention.

The Diocese of St. Petersburg requires the correct ratio of adult to child must be observed at all times.  At a minimum the Diocese does **require at least** 2 adults’ preferably one male and one female are present at all times.  The diocese follows the ratio guideline set by the State of Florida please see the specific chart outlining the ratios at: <http://familychildcare.org/pdf/parents/Ratio_Chart_10-6-2011.pdf>