



San Diego & Imperial Valley  
**CATHOLIC SCHOOLS**

The Diocese of San Diego, Office for Schools

# **VOLUNTEER** **SAFE ENVIRONMENT** **COMPLIANCE CHECKLIST**

Updated 06.24.26

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The Diocese of San Diego is committed to providing safe, welcoming, and faith-filled learning environments where all students can thrive. To strengthen our ongoing efforts to protect children and uphold the highest standards of professionalism, our schools are implementing requirements related to SB 848, Safe Environment compliance, anti-harassment training, and AB 2534. These measures enhance student safety, promote respectful and inclusive school communities, support informed hiring practices, and ensure compliance with state and diocesan requirements. Together, these initiatives help reinforce our shared responsibility to safeguard the dignity and well-being of every student entrusted to our care.

# CLASSIFICATION KEY

It is important that all schools refer to this key to ensure that all volunteers are in full compliance within their appropriate category.

**SCHOOL  
VOLUNTEERS  
(18+)**



REGARDLESS OF SUPERVISION STATUS  
Parents, Legal Guardians,  
Grandparents, Siblings,  
Volunteer Coaches, Volunteer  
After-School Personnel,  
Outside Vendors, etc.

**PRESCHOOL  
VOLUNTEERS  
(18+)**



REGARDLESS OF SUPERVISION STATUS  
Parents, Legal Guardians,  
Grandparents, Siblings,  
Volunteer Coaches, Volunteer  
After-School Personnel,  
Outside Vendors, etc.

**UNDER 18  
VOLUNTEERS**



Siblings, Employee's  
Children, Students from other  
schools, etc.

# COMPLIANCE REQUIREMENT OVERVIEW

The Office for Schools requires that all volunteers complete the DOJ/FBI Live Scan and all required onboarding requirements and trainings at a minimum of 2 weeks prior to volunteering to ensure compliance with diocesan policies and applicable state regulations.

## Volunteer Compliance Requirements

### ALL SCHOOL VOLUNTEERS

- 1. Cleared DOJ/FBI Live Scan
- 2. Current TB Test (*within 60 days of volunteering*)
  - a. Provide a copy to school site administrator
- 3. California Mandated Reporter Training - Volunteers (*expires every year*)
- 4. CMG - Safe Environment Curriculum (*expires every 5 years*)
- 5. CMG - Cyber Security Training (*one time training for anyone with access to computer networks*)
- 6. CMG - Defensive Driving Curriculum (*if applicable*)
- 7. Diocese of San Diego Driver Information Form (*if applicable*)
  - a. Provide a copy of valid Driver's License and unexpired Vehicle Registration
  - b. Provide proof of insurance with \$100,000/\$300,000 coverage

### ALL PRESCHOOL VOLUNTEERS

- 1. Cleared DOJ/FBI Live Scan
- 2. Current TB Test (*within 60 days of volunteering*)
  - a. Provide a copy to school site administrator
- 3. California Mandated Reporter Training - Volunteers (*expires every year*)
- 4. CMG - Safe Environment Curriculum (*expires every 5 years*)
- 5. CMG - Cyber Security Training (*one time training for anyone with access to computer networks*)
- 6. CMG - Defensive Driving Curriculum (*if applicable*)
- 7. Diocese of San Diego Driver Information Form (*if applicable*)
  - a. Provide a copy of valid Driver's License and unexpired Vehicle Registration
  - b. Provide proof of insurance with \$100,000/\$300,000 coverage

### VOLUNTEERS UNDER THE AGE OF 18

- 1. Must review the Diocesan Safe Environment Curriculum

**Please note: If applicable, school sites may require volunteers to complete additional trainings or paperwork.**

- **Volunteer Coaches: CMG - Keeping Student Athletes: Athletes Safe**
- **Other:**

# DOJ/FBI LIVE SCAN - SB 848

Senate Bill 848 (SB 848) expands child abuse prevention and school safety requirements for California private schools, including Catholic schools. Effective January 1, 2026, the law broadens the categories of individuals who must meet school safety requirements, including certain volunteers, board members, and contractors who have contact with students. As part of these enhanced pupil safety measures, private schools must ensure that individuals complete DOJ/FBI fingerprint-based background checks (Live Scan) and comply with mandated reporter training and other child protection requirements before or while serving in roles involving student contact.

## Volunteer Requirements

All **SCHOOL VOLUNTEERS** & **PRESCHOOL VOLUNTEERS** must complete a fingerprint based state and federal-level background check. Anyone with a history of child abuse is excluded from volunteering in a youth serving organization.

## Request for DOJ/FBI Live Scan Form

**Please obtain the "Request for Live Scan Service form" from your school site.**

- Ensure you are using the Request for Live Scan Service form that corresponds to your school's assigned OCA number.
- Do not modify pre-filled information on the form.
  - The only pre-filled field that may be updated is *Authorized Applicant Type*, which should be changed as needed to indicate Volunteer or Employee.
- Removing the OCA number and/or submitting an incorrect or altered form may delay processing of the DOJ/FBI background Check

## Examples of screening that do not meet the requirements:

- Live Scans completed for another employer or school district.
- Background checks conducted for coaching organizations or youth programs.
- Fingerprinting completed for substitute teaching agencies or credentialing purposes.
- Private background check services (e.g., Checkr, Sterling, GoodHire, or similar providers).
- DOJ/FBI clearances obtained through another diocese or a parish within the Diocese of San Diego.

## Questions or Access to Records

For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at [keeperofrecords@doj.ca.gov](mailto:keeperofrecords@doj.ca.gov), or by mail at:

Department of Justice Bureau of Criminal Information & Analysis Keeper of Records  
P.O. Box 903417  
Sacramento, CA 94203-4170

# TB TEST

The purpose of this tool is to identify adults with infectious tuberculosis (TB) to prevent them from spreading TB. Use of this risk assessment is required in the California Education Code, Sections 49406 and 87408.6 and the California Health and Safety Code, Sections 1597.055 and 121525, 121545, and 121555. The law requires that a health care provider administer this risk assessment. A health care provider, as defined for this purpose, is any organization, facility, institution or person licensed, certified or otherwise authorized or permitted by state law to deliver or furnish health services. Any person administering this risk assessment is to have training in the purpose and significance of the risk assessment and Certificate of Completion.

## **AB 1667 Impacted The Following Groups on 1/1/15**

1. Persons volunteering with frequent or prolonged contact with pupils (California Education Code, Section 49406 and California Health and Safety Code, Section 121545).

## **Volunteers: Tuberculosis Risk Assessment Form**

**[The TB Risk Assessment Form can be found here.](#)**

**<https://drive.google.com/file/d/14c9Nlnt-8VQagt-Qo5aLgBpnnlAWrc90/view?usp=sharing>**

- Must complete within 60 days of volunteering
- Provide a copy of the results to school site administrator

# MANDATED REPORTER TRAINING - SB 848

SB 848 expands the definition of "mandated reporters" to include (1) all school employees; (2) volunteers (as defined in Penal Code section 11165.7); (3) contractors; and (4) governing board members. The new statutory definition for a volunteer (Penal Code, Section 11165.7) is a person who is over 18 years of age and who interacts with students outside of the immediate supervision and control of the student's parent/guardian or a school employee.

## Mandated Reporter Training Requirements

To ensure the highest level of student protection, our school will define a mandated reporter as: Any adult (over 18) who is an employee, contractor, school board member or volunteer regardless of their supervision status.

- **ALL SCHOOL VOLUNTEERS**
  - Must complete training: Child Abuse Prevention - Volunteers
  - Complete within the first 6 weeks of volunteering, and renewed annually
- **ALL PRESCHOOL VOLUNTEERS**
  - Must complete training: Child Abuse Prevention - Volunteers
  - Complete within the first 6 weeks of volunteering, and renewed annually

## Mandated Reporter Training Platform

**[The mandated reporter training platform can be found here.](https://mandatedreportertraining.com)**  
**<https://mandatedreportertraining.com>**



## Mandated Reporter Resources

1. [Parent Letter for Mandated Reporter Training/ SB 848](https://drive.google.com/file/d/18amOtoHL3n2fXWShw2zQ6VR4lPjzHlMa/view?usp=sharing)
  - a. <https://drive.google.com/file/d/18amOtoHL3n2fXWShw2zQ6VR4lPjzHlMa/view?usp=sharing>
2. [How to Accept an Invitation from Your Organization - Volunteer](https://docs.google.com/document/d/15m0mcFFVs1qWG4N-m10kdUVaZQDxoTni18wwW0-Tqmg/edit?usp=sharing)
  - a. <https://docs.google.com/document/d/15m0mcFFVs1qWG4N-m10kdUVaZQDxoTni18wwW0-Tqmg/edit?usp=sharing>
3. [Mandated Reporter Training Platform Help Center](https://mandatedreportertraining.zendesk.com/hc/en-us)
  - a. <https://mandatedreportertraining.zendesk.com/hc/en-us>

# CMG & SAFE ENVIRONMENT REQUIREMENTS

All adults (18 years and older) working in the Diocese are required to complete the Diocese of San Diego online Safe Environment training and renew this training every five years. Catholic Mutual Group (CMG) currently provides this training, which consists of video segments, questions, and a review of diocesan policies. Topics include "grooming" of potential victims, boundaries, signs of sexual abuse, reporting, etc.

## ALL SCHOOL VOLUNTEERS

**[The Volunteer Online Training Instructions can be found here.](https://drive.google.com/file/d/1zJaSU05aUf0GrNPnhYWf32NfYBtm75vA/view?usp=sharing)**

**<https://drive.google.com/file/d/1zJaSU05aUf0GrNPnhYWf32NfYBtm75vA/view?usp=sharing>**

Volunteers MUST be listed under the Category "School Volunteer"

1. Cleared DOJ/FBI Livescan (*Clearance results inputted into CMG by OFS*)
2. CMG - Safe Environment Curriculum (*expires every 5 years*)
3. CMG - Cyber Security Training (*if applicable, one time training for volunteers with access to computer networks*)
4. CMG - Defensive Driving Curriculum (*if applicable*)

## ALL PRESCHOOL VOLUNTEERS

**[The Volunteer Online Training Instructions can be found here.](https://drive.google.com/file/d/1zJaSU05aUf0GrNPnhYWf32NfYBtm75vA/view?usp=sharing)**

**<https://drive.google.com/file/d/1zJaSU05aUf0GrNPnhYWf32NfYBtm75vA/view?usp=sharing>**

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4. CMG - Defensive Driving Curriculum (*if applicable*)

**Please note: If applicable, school sites may require volunteers to complete additional trainings.**

- **Volunteer Coaches: CMG - Keeping Student Athletes: Athletes Safe**
- **Other:**

# CMG & SAFE ENVIRONMENT REQUIREMENTS

## Safe Environment Requirements for Volunteers UNDER the Age of 18 Years Old

Volunteers under the age of 18 years old must not create a CMG account.

### **VOLUNTEERS UNDER THE AGE OF 18 (Who attend Catholic School)**




1. Volunteers under the age of 18 who attend catholic school within the Diocese of San Diego should complete the No-Go-Tell Training
  - a. Engaging locations (schools or parishes) should request written confirmation of completion from the volunteer's school where the No-Go-Tell Training was completed.

### **VOLUNTEERS UNDER THE AGE OF 18 (Who do NOT attend Catholic School)**

1. Volunteers under the age of 18 who do NOT attend catholic school within the Diocese of San Diego must review the diocesan approved Safe Environment Training powerpoint Presentation based on current grade level at the time of volunteering.
  - a. **The presentations can be found under "Training Program Materials" here.**
  - b. **<https://sdcatholic.org/child-and-youth-protection/safe-environment-program-for-children-and-youth/>**

## CMG Clearance Status

CMG accounts will not be reviewed to determine clearance until the DOJ/FBI Livescan AND all applicable CMG trainings have been completed. **Failure to complete the CMG Safe Environment Training within 30 days of completing the DOJ/FBI Livescan will result in the CMG account being archived. All CMG users who've been archived OR have unmarked certification are prohibited from volunteering.**

1. All fully cleared users will be marked with  Yes
2. All users with limitations will be marked with  Limitations
  - a. Please review limitation notes. If specified, users with limitations may volunteer alongside fully cleared individuals
3. All user who are prohibited from working or volunteering will be marked with  No

## CMG Connect Platform

**The CMG Connect Platform can be found here.**

**<https://sandiego.cmgconnect.org/>**

**CMG**Connect

## CMG Resources

All resources below can be found under the 'Resources' page on CMG.

- [CMG Online Training Instructions - VOLUNTEERS 02.2026](#)
- [CMG Online Training Instructions - VOLUNTEERS \(Spanish\) 02.2026](#)

# DRIVER REQUIREMENTS

Driver information is collected and reviewed to help ensure the safety and well-being of students during school field trips, off site activities and etc.

## **Diocese of San Diego Driver Information Form & Volunteer Driver Sheet**

**[The Diocese of San Diego Driver Information Form can be found here.](https://drive.google.com/file/d/1gw4Q2YBF4APJKSJHCznNJGj3V9YQ6z1/view?usp=sharing)**

**<https://drive.google.com/file/d/1gw4Q2YBF4APJKSJHCznNJGj3V9YQ6z1/view?usp=sharing>**

**[The Volunteer Driver Sheet can be found here.](https://drive.google.com/file/d/1_UA4i5RYPypQyb2YOUaF3diszLFsHIZp/view?usp=sharing)**

**[https://drive.google.com/file/d/1\\_UA4i5RYPypQyb2YOUaF3diszLFsHIZp/view?usp=sharing](https://drive.google.com/file/d/1_UA4i5RYPypQyb2YOUaF3diszLFsHIZp/view?usp=sharing)**

Only applicable if the volunteer is driving for field trips, off campus events, etc. In addition to the CMG - Defensive Driving Curriculum, please complete the following:

1. Provide the completed form to school site administrator
2. Provide a copy of valid Driver's License
3. Provide a copy of unexpired Vehicle Registration
4. Provide proof of insurance with \$100,000/\$300,000 coverage