

Thank you for your interest in being a volunteer at your child’s school. Please read this packet carefully, as it contains the requirements for being a volunteer and how to complete those requirements. Please fill out and return all papers contained in this packet to the school office before beginning your volunteer work.

The Archdiocese of Chicago Office of Catholic Schools requires that employees and volunteers working in Catholic schools complete the safe environment protocols for the protection of children and youth before service begins. Parents and guardians shall complete the Safe Environment Requirements before participating as a volunteer in the school as a chaperone, coach, tutor, or in any other capacity with students.

The following Safe Environment Requirements must be completed by all school volunteers over Age 18:

- Attend **VIRTUS/PROTECTING GOD’S CHILDREN FOR ADULTS™** before beginning a **volunteer position in the school**. All adults over age 18 must pre-register online to attend this one time, 3 hour training. *You will also complete a background check through VIRTUS.*
- **CANTS 689 Form** (Child Abuse and Neglect Tracking System) submitted annually to the school office.
- **Code of Conduct:** read, signed, dated and given to the school

Coaches must complete Mandated Reporter training before beginning work with children. Information is available on the Office for the Protection of Children and Youth (OPCY) website. To access **online training in English**; click on the Safe Environment Page. Upon completion of the online training, print the Certificate of completion. Retain a copy of the certificate for your personal file and submit a copy to the school office.

✓✓ PLEASE COMPLETE AND TURN IN THE FOLLOWING PAPERS TO THE SCHOOL ✓✓

1. _____ A copy of your Virtus certificate
2. _____ Mandated Reporter Certificate of Completion, online class (only required if you will be a coach)
3. _____ Code of Conduct Form (included in this packet),
4. _____ CANTS 689 Form (you may either use the one in this packet, or print and sign the one found in eApps), and

To Register for Virtus:

Go to the VIRTUS website at www.virtusonline.org.

- Follow the on screen directions to select and register for a training session/complete a background check.
- When you attend the session, be sure to sign in so they have a record of your attendance. You must arrive to your session on time, they are very strict about the time and will not credit late attendees.
- Upon receiving the Certificate of Attendance, please make a copy and **submit to the school office**.

Mandated Report Online Class (Coaches only are required to complete this)

Go to the DCFS Mandated Reporter Training website at <https://mr.dcfstraining.org/>

- You will register for an account as a new user, and follow the on-screen instructions to take the training. It will take about 45 minutes to an hour to complete
- **At the end of your session, you will need to print out the certificate. Either turn in the printout of the certificate, or email the certificate to mbrumann@saintferdinand.org**

For more information on Archdiocesan volunteer and training requirements, please visit the Office for the Protection of Children and Youth at: <https://protect.archchicago.org/compliance-resources>

Contained in the pages that are to follow, you will find the Code of Conduct and CANTS form. Please review them carefully. When you are finish signing and filing them out, please return them to the office.

If you have any questions or if I can be of any assistance in the volunteer paperwork process, please do not hesitate to call me in the school office (773.622.3022), or email me at mbrumann@saintferdinand.org.

Please note, your VIRTUS training and paperwork need to be completed and turned in prior to chaperoning on any field trips.

Thank you for your time and your interest in serving our students!

Sincerely,

Margaret Brumann
Administrative Assistant
773.622.3022
mbrumann@saintferdinand.org

**OFFICE FOR THE PROTECTION OF CHILDREN & YOUTH
COMPLIANCE GUIDELINES AND TRAINING CHART**

BECAUSE THEY CANNOT MEET COMPLIANCE REQUIREMENTS, NO ONE UNDER THE AGE OF 18 MAY BE IN A SUPERVISORY ROLE OR RESPONSIBLE FOR OTHER MINORS

Role	CBC	FP	CANTS	PGC-VIRTUS	MRT	ACC	CC
Priests, Deacons & Seminarians	✓		✓	✓	✓	✓	✓
All Employees of Pastoral Center, Parishes & Agencies	✓		(✓)	✓		✓	
School Employees [Certified & Non-certified]	✓	✓	✓	✓	✓	✓	
DREs/CREs, Catechists, SPRED Volunteers, Youth Ministers, Coaches, Scouts	✓		✓	✓	✓	✓	
School Volunteers, and All Parish Volunteers Who Minister to Children and/or Youth	✓		✓	✓		✓	

BACKGROUND CHECKS

What	How	Details
CBC (CLERGY & EMP.)	Clergy and Employee Online Criminal History Check <i>Please create an online eApps application before completing other compliance requirements.</i>	<ul style="list-style-type: none"> Employee criminal history checks are created and run through eApps. Clergy checks are through eApps.
FP	THE SCHOOL TO WHICH YOU ARE APPLYING WILL HAVE THE NECESSARY FORM FOR YOU TO TAKE TO ACCURATE BIOMETRICS	<ul style="list-style-type: none"> School employees must submit to digital fingerprinting within three business days of hire, after completing the eApps online criminal background check. Fingerprinting must be done through Accurate Biometrics for the Archdiocese of Chicago. Fingerprinting done for any other purposes cannot be accepted.
CANTS	English CANTS Form Spanish CANTS Form	<ul style="list-style-type: none"> Must be completed and submitted at the time of hire, and then annually. (For employees who do not work with children, CANTS form is required only at time of hire.)
CBC (VOL.)	Volunteer Online Criminal History Check <i>Please create an online Virtus account before completing other compliance requirements</i>	<ul style="list-style-type: none"> Volunteer criminal history checks are created and run through Virtus.

TRAINING

Title	Descriptor	Fine Print and Action Items
PGC-VIRTUS	VIRTUS/Protecting God's Children for Adults	<ul style="list-style-type: none"> Participants must pre-register at www.Virtusonline.org. Training must be completed within 60 days of being hired.
MRT	Mandated Reporter Training	<ul style="list-style-type: none"> Participants must register for training at https://mr.dcfstraining.org/UserAuth/Login!loginPage.action All school employees and clergy are Mandated Reporters by State law, and must have a signed CANTS-22 (CANTS-22A for clergy) in personnel file. Training must be completed within 60 days of being hired. Recertification every five years for school personnel.
ACC	Archdiocesan Code of Conduct (English) Archdiocesan Code of Conduct (Spanish) Archdiocesan Code of Conduct (Polish)	<ul style="list-style-type: none"> Must be read and signed at time of hire.

ADDITIONAL TRAINING FOR CLERGY ONLY

Title	Descriptor	Fine Print and Action Items
CC	Critical Conversations	<ul style="list-style-type: none"> CC is for priests and deacons in ministry or administration.

STUDENT TRAINING IS TO TAKE PLACE ANNUALLY FOR ALL STUDENTS IN OUR SCHOOLS OR RELIGIOUS EDUCATION PROGRAMS

Code of Conduct for Church Personnel

As someone who ministers to young people and/or vulnerable adults, I will maintain a professional role and be mindful of the trust and power I possess as a minister to young people and vulnerable adults.

To achieve this, I **WILL NOT**:

- Touch a minor or vulnerable adult in a sexual way or other inappropriate manner.
- Be alone with a minor or vulnerable adult in a residence, rectory, sleeping facility, or any other closed room.
- Share a bed with a minor or vulnerable adult.
- Take an overnight trip alone with a minor or vulnerable adult.
- Acquire, possess or distribute pornographic images of minors under the age of 18.
- Introduce sexually explicit or pornographic topics, vocabulary, music, recordings, films, games, websites, computer software or entertainment to a minor or vulnerable adult.
- Provide alcohol, cigarettes or controlled substances to a minor or vulnerable adult.
- Use, possess, or be under the influence of illegal drugs.
- Use alcohol when engaged in ministering to a minor or vulnerable adult.
- Engage in physical discipline for behavior management of minors or vulnerable adults.
- Humiliate, ridicule, bully, or degrade another person.

Measures to Aid Observance of the Code of Conduct

To help me keep the promises in the Code, I **WILL**:

- Report any suspected child abuse or abuse of a vulnerable adult to the proper authorities.
- Avoid physical contact when alone with a minor or vulnerable adult. Physical contact with minors or vulnerable adults can be misconstrued, especially in private settings.

- Avoid overnight stays with a minor or vulnerable adult unless there is another adult present in a supervisory role.
- Avoid providing overnight accommodations for minors or vulnerable adults in private residences or rectories.
- Avoid driving alone in a vehicle with a minor or vulnerable adult.
- Have more than 1 child and at least 2 adults present when using one's own home for youth work.
- Assume the full burden for setting and maintaining clear, appropriate physical and emotional boundaries in all ministerial relationships.
- Refrain from giving expensive or inappropriate gifts to a minor or vulnerable adult.
- Avoid meeting privately with minors or vulnerable adults in rooms, offices, or similar areas where there is no window or where the door cannot remain open. If one-on-one pastoral care of a minor or vulnerable adult is needed (e.g. Sacrament of Reconciliation) avoid meeting in isolated locations.
- Exercise caution in communicating through e-mails or the internet. Only share work/ministry related e-mail addresses with minors and vulnerable adults. Do not participate in chat rooms with minors or vulnerable adults.
- Ensure that all activities (extra-curricular, catechetical, youth ministry, scouting, athletics etc.) for which you are responsible have been approved in advance by the appropriate administrator.
- Have an adequate number of adults present at events. A minimum of 2 adults in supervisory roles must always be present during activities for minors and vulnerable adults.
- Release young people only to parents or guardians, unless the parent or guardian has provided permission allowing release to another adult.
- Avoid taking minors and vulnerable adults away from the parish, school, or agency for field trips, etc. without another adult present in a supervisory role. Obtain written parental/guardian permission before such activities. Permission slips should include the type, locations, dates, and times of the activity and emergency contact numbers.

Practical Suggestions

These are some practical suggestions for identifying permissible and impermissible conduct.

Conduct that May Be Permissible

Appropriate affection between Church personnel and minors and vulnerable adults constitutes a positive part of Church life and ministry. Nonetheless, any touching can be misunderstood and must be considered with great discretion. Depending on the circumstances, the following forms of affection are customarily (but not always) regarded as appropriate.

- Verbal praise
- Handshakes
- “High-fives”
- Pats on the shoulder or back
- Hugs (brief)
- Holding hands while walking with small children
- Sitting beside small children
- Kneeling or bending down for hugs from small children
- Holding hands during prayer
- Pats on the head when culturally appropriate

Conduct that is Not Permissible

Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors and vulnerable adults, the following are examples of affection that are **NOT TO BE USED**:

- Inappropriate or lengthy embraces
- Kisses on the mouth

- Holding minors over four years old on the lap
- Touching buttocks, chest, legs or genital areas
- Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms
- Wrestling or tickling minors or vulnerable adults
- Piggyback rides
- Any type of massage given by minor to adult, or by adult to minor.
- Any form of unwanted affection
- Compliments that relate to physique or body development

Code of Conduct Acknowledgement Form

Employees and Volunteers

Parish/School/Agency _____

Date _____

I have received a copy of the **Code of Conduct for Church Personnel**. I have read and understand this Code of Conduct, and I agree to abide by it. I have also read and understand the "Measures to Aid Observance of the Code of Conduct" and the "Practical Suggestions" and will employ them to help me observe the code of conduct. A violation of this code can result in disciplinary action, up to and including termination and/or removal from ministry.

Signature

Print Name

Position

The signed Code of Conduct Acknowledgement Form shall be kept in employee personnel files at the agency/parish/school or in a general volunteer file at the agency/parish/school.

Please return this completed form to the site where you are an employee or volunteer.

Code of Conduct Acknowledgement Form

PRIESTS - Archdiocesan, Religious and Extern

Parish/School/Agency _____

Date _____

I have received a copy of the **Code of Conduct for Church Personnel**. I have read and understand this Code of Conduct, and I agree to abide by it. I have also read and understand the "Measures to Aid Observance of the Code of Conduct" and the "Practical Suggestions" and will employ them to help me observe the code of conduct. A violation of this code can result in disciplinary action, up to and including termination and/or removal from ministry.

Signature

Print Name

Position

- Archdiocesan
- Extern
- Religious Community _____

The signed Code of Conduct Acknowledgement Form shall be kept in personnel files at the Pastoral Center. Please return the acknowledgement form to:

Archdiocesan Priests
Office of the Chancellor
Archdiocese of Chicago
P. O. Box 1979 P. O.
Chicago, IL 60690-1979

Religious/Extern Priests
Rev. Robert J. Heidenreich
Archdiocese of Chicago
Box 1979
Chicago, IL 60690-1979

Code of Conduct Acknowledgement Form

Deacons

Parish/School/Agency _____

Date _____

I have received a copy of the **Code of Conduct for Church Personnel**. I have read and understand this Code of Conduct, and I agree to abide by it. I have also read and understand the “ Measures to Aid Observance of the Code of Conduct” and the “Practical Suggestions” and will employ them to help me observe the code of conduct. A violation of this code can result in disciplinary action, up to and including termination and/or removal from ministry.

Signature

Print Name

Position

The signed Code of Conduct Acknowledgement Form shall be kept in personnel files at the Diaconate Office. Please return the acknowledgement form to:

Deacon Richard F. Hudzik
Office of the Diaconate
816 Marengo Avenue
Forest Park, IL. 60130



ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

I, _____, understand that when I am employed as a
(Employee Name)

_____, I will become a mandated reporter under the
(Type of Employment)

Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse Hotline number at 1-800-25-ABUSE (1-800-252-2873) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I further understand that the privileged quality of communication between me and my patient or client is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under but not limited to the following acts: the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

Signature of Applicant/Employee

Date