

St. Viator Parish & School VOLUNTEERS

ITEMS NEEDED TO BE ABLE TO BE IN CONTACT WITH CHILDREN

- **BACKGROUND CHECK: Complete online application**

Go to www.archchicago.org

Click on "Protecting Our Children" in the lower left corner

Access code is: *protection*

At log in page choose:

'If you do not have a USER ID or PASSWORD, [click here](#)

On the next screen choose:

'If you do not have a user ID and password, please [click here](#) to register

Fill in all required screens and be sure to keep hitting submit until you receive the 'Application Submitted – For Employee' screen

- **CANTS (Child Abuse and Neglect Tracking System) Form**

Fill in all the information and RETURN TO SCHOOL OFFICE.

(Do NOT mail to DCFS as shown on the bottom of the form)

We need to copy and send from school.

- **CODE OF CONDUCT**

Read and keep the Code of Conduct for Church Personnel literature

SIGN and return the fourth page, the 'Code of Conduct Acknowledgement Form'

- **VIRTUS TRAINING: YOU MUST SIGN UP ONLINE**

The 'Protecting God's Children' program for adults is a three-hour live awareness session. This awareness session makes trainees understand the signs of child sexual abuse, the methods and means by which offenders commit abuse, and five empowerment steps one can use to prevent child sexual abuse.

There are sessions held at various times and locations shown on the web cite.

Choose the time and place that is convenient for you AND SIGN UP ON LINE.

☛Be sure to give the certificate you receive after completing the session to the school office for your file ☛

***All the above forms can also be printed from the "Protecting Our Children" section of the Archdiocese cite
www.archchicago.org