



## St. Viator Elementary School VOLUNTEERS

### ALL ITEMS NEED TO BE COMPLETED BEFORE YOU HAVE CONTACT WITH CHILDREN

#### For the Background Check, Virtus Training and the Mandated Reporter you need to create a login and password:

Go to [www.archchicago.org](http://www.archchicago.org)

Click on "Protecting Children" in the lower left corner

At the next page on the lower left hand side click 'Quick Links to Compliance' **eApps**

You should now be at the login page

At log in page click on the 'click here' in the sentence:

'First time users are asked to click here to register and create a User ID/Password in order to complete the application

The very first line asks that you fill in 'Primary Parish/School/Agency – click on the blue 'Open the Site Search' button

On the Site Search screen type 'Viator' and click on search

From the list that pops up choose **St. Viator-Elem School**

You will be brought back to the New User Registration screen

➡ *In the next line under where St. Viator now appears enter the Access code: **protection***

Now complete the rest of the screen – be sure to hit the blue 'Submit Registration' button at the bottom of the screen

**\*\*\* BE SURE TO WRITE DOWN YOUR User ID and PASSWORD as you will need it to go back to the site for any reason**

#### **BACKGROUND CHECK:** Online application

Go to [www.archchicago.org](http://www.archchicago.org)

Click on "Protecting Children" in the lower left corner

Click on 'Compliance for Clergy, Employees, and Volunteers (Criminal Background Check/eApps...)' in the list on the left

On the next screen scroll to second section and chose the last sentence: [Criminal Background Screening Online Application \(eApps\)](#)

Sign in

**Fill in ALL the screens –** you will see a green check mark if all the information for that screen is complete

At the end **look for a box to the left that says 'Submit Application' – YOU NEED TO CLICK ON THIS!**

After you hit submit it should say "Application Accepted"

#### **VIRTUS TRAINING:**

YOU MUST SIGN UP ONLINE

Virtus is a live three-hour awareness session for adults. Sessions are held at various times and locations

Go to [www.archchicago.org](http://www.archchicago.org)

Click on 'Protecting Children' section

On the new screen on the left under 'Quick Links to Compliance' choose 'VIRTUS'

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

➡ *Be sure to give a copy of the certificate you receive at the end of the session to the school office for your file*

#### **MANDATED REPORTER TRAINING – Athletic Coaches are encouraged to take this training**

Complete training online

Go to [www.archchicago.org](http://www.archchicago.org)

Click on 'Protecting Children' section

On the new screen on the left under 'Quick Links to Compliance' choose 'Mandated Reporter'

Under the Mandated Reporter Section click on the very last line that says 'Click here to access online training'

In the letter that opens is the link for the online course.

#### PRINTED FORMS ATTACHED – Fill out and return to school office

#### **CANTS** (Child Abuse and Neglect Tracking System) ➡ **A CANTS FORM NEEDS TO BE FILLED OUT EVERY YEAR** Ⓒ

This form needs to be filled out *every year*

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 'Code of Conduct Acknowledgement Form' to the office for your file

**Illinois Department of Children and Family Services**

**AUTHORIZATION FOR BACKGROUND CHECK  
Child Abuse and Neglect Tracking System (CANTS)**

**For Programs NOT Licensed by DCFS**

**NOTE: Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed child care facility. Please contact your licensing representative.**

**Name:** \_\_\_\_\_  
**Last First Middle**

**Date of Birth:** \_\_\_\_\_ **Gender (circle):** Male Female **Race:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_  
**Street/Apt.**

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zipcode:** \_\_\_\_\_

**Parish/School/Agency:** \_\_\_\_\_

**Your Position (Circle One):** Priest Deacon Religious Order Lay Employee Volunteer

**List all addresses at which you have resided in the past five years:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List maiden name and/or all other names by which you have been known: (last, first, middle)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I hereby authorize the Illinois Department of Children and Family Services to conduct a search of the Child Abuse and Neglect Tracking system (CANTS) to determine whether I have been a perpetrator of an indicated incident of child abuse and/or neglect or involved in a pending investigation. I further consent to the release of this information to the agency listed below.**

Signature	Date
Archdiocese of Chicago	(Agency Name)
Jan Slattery	(Contact Person)
835 N Rush St.	(Address)
Chicago, IL 60611	(City/State/Zip)

**Mail this request to:  
Department of Children and Family Services  
406 E. Monroe – Station #30  
Springfield, IL 62701**

## 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, web sites, 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 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 is needed (e.g., Sacrament of Reconciliation) avoid meeting in isolated locations.
- Exercise caution in communicating with minors 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 two 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 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” and hand slapping
- 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 adult to minor
- Any form of unwanted affection
- Compliments that relate to physique or body development.

**CODE OF CONDUCT ACKNOWLEDGEMENT FORM**  
***Employees and Volunteers***

Perish/School/Agency   St. Viator Elementary School

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.