

The Archdiocese of Chicago has set up specific guidelines for everyone who currently volunteers with the children of our parish and school. If you are interested in serving Saint John Fisher School or parish children in any capacity, you must complete the following four steps in order to be eligible. All information is available at [archchicago.org](http://archchicago.org) under the "Child Protection" tab. Then if you click "Compliance for Clergy, Employees and Volunteers" the compliance guidelines and links to the four sites are available. **Please note if you are interested in coaching at St. John Fisher you must complete these four steps and Mandated Reporter Training.** If you have any questions, please contact: [mredmond@sjfschool.net](mailto:mredmond@sjfschool.net)

**1. Protecting God's Children for Adults™/Virtus Training**

Protecting God's Children for Adults is a 3 hour training conducted by certified facilitators on the prevention of child sexual abuse. The training makes participants aware of the signs of child sexual abuse, the methods and means by which offenders commit abuse, and five easy steps one can use to prevent child sexual abuse. Two videos are the centerpiece of the training: A Time to Protect God's Children™ and A Plan to Protect God's Children™. The facilitators incorporate Archdiocesan policies and procedures into the training defining child sexual abuse, addressing the reporting of child sexual abuse, the screening and selection of employees and volunteers. After attending Protecting God's Children for Adults training (must attend within 60 days of being hired) submit the certificate of attendance to the location you work/volunteer at, and continue the monthly ongoing education through online training bulletins posted to their online account.

**2. Criminal Background Screening**

The Criminal Background Screening is an online application through eApps that must be filled out in its entirety and submitted during the work/volunteer application process. Criminal background checks conducted for other purposes cannot be accepted. No one can begin to work/volunteer until the background check is completed and approved. An access code is needed to complete this application and can be retrieved from the location where you work/volunteer. For any questions or concerns regarding this process please contact [mredmond@sjfschool.net](mailto:mredmond@sjfschool.net)

**3. Code of Conduct**

All employees and all volunteers who work with children must read and sign the Archdiocese of Chicago Code of Conduct and sign the Personal Acknowledgement Form prior to beginning employment or service in the Archdiocese of Chicago. This document explains the professional role that must be maintained when working with children and young people, the measures to aid in observance of protecting a safe environment, and practical conduct suggestions on what is and is not permissible. Please turn this signed paper to Mary Margaret Redmond at either the school or rectory. The signed personal Acknowledgement Form is to be kept in the personnel file or volunteer file at the place of employment/ministry.

**4. Child Abuse and Neglect Tracking Systems (CANTS)**

This form must be completed and submitted at the time of hire and/or volunteering. Please turn completed form to Mary Margaret Redmond at either the school or rectory. The completed form will be sent to Springfield and a copy will be kept in the personnel file or volunteer file at the place of employment/ministry. This form is to be completed every year.

**Copies of the Archdiocese of Chicago Code of Conduct and CANTS forms are available for download on the SJF school website**