

Instructions for completing Virtus and Mandated Reporter online.

To complete steps 1 and 4, do the following:

- Go to www.saintangela.org
- Click on the tab at the top “For Our Families”; then click “Parent Resources”
- On the new page, click the link “Archdioceses Volunteer Requirements”
- This will take you to the Archdiocese page “Safe Environment Office”
- On this page you will find links to complete the Virtus training and mandated reporter training.
- Numbers 2, 3, and 5 are available at the school office.
- You will need to bring the certificates showing completion of Mandated reporter training and Virtus training to the school office.

1. Mandated Reporter Training: done online; you will need a printer

In keeping with archdiocesan policy [[Book II The People of God, Part I, Policy 603.6](#)], the Office for the Protection of Children & Youth continues to offer Mandated Reporter training to all Archdiocesan employees and volunteers who are mandated by state law and archdiocesan policy to report suspected child abuse and neglect. This training provides adults with the knowledge of how to recognize and report child abuse and neglect. State law recognizes the following groups as Mandated Reporters: school personnel, medical personnel, social service and mental health personnel, law enforcement personnel, coroner/medical examiner personnel, child care personnel, and clergy. Further, in keeping with archdiocesan policies, catechists, youth ministers, coaches, and pastoral center employees who work directly with children are also to attend this training. Seminarians must complete this while at the seminary. The training is offered to deacons during their formation. All clergy must attend Mandated Reporter Training. Training must be completed within 60 days of hire. This training is available in two forms: live and online.

- Online Training: The Office for the Protection of Children and Youth has partnered with the Department of Children and Family Services (DCFS) to use their existing online training: *Recognizing and Reporting Child Abuse: Training for Mandated Reporters*. At this time, this online training is only available in English. Persons planning to take the online training need to be prepared for the following: To spend at least 60 minutes to complete the training (you cannot exit and return). The computer used for the training must be connected to a printer that will print the certificate at the completion of the training. Only computer generated certificate will be accepted by locations. The computer used for training must be equipped with speakers or headsets to allow you to hear the audio. Employees must have their employee ID number, which can be found on a paycheck stub. [Click here to access online training.](#)

2. Child Abuse and Neglect Tracking System (CANTS) Form (available at school office)

The CANTS form is an authorization form giving the Department of Children and Family Services (DCFS) permission to conduct a search in their database to determine whether an individual has been a perpetrator of an indicated incident of child abuse and/or neglect or involved in a pending investigation, as well as gives consent for DCFS to release such information to the Archdiocese of Chicago. This form must be completed and submitted to the location you work/volunteer at the time of hire. A completed CANTS Form is to be submitted to DCFS annually.

3. Code of Conduct (available at school office)

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. The signed personal Acknowledgement Form is to be kept in the personnel file or volunteer file at the place of employment/ministry. Click the following link in the language you prefer to download and print the form. This must be completed and submitted to the location you work/volunteer at the time of hire.

4. Protecting God's Children for Adults™/Virtus Training (school office will help schedule training)

Protecting God's Children for Adults is 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. *"The Virtus training program implements safety mechanisms that send a message to all abusers and potential abusers: Child Abuse is not tolerated. Children are vigilantly protected. Victims are listened to, heard, and shielded from further abuse. And offenders are identified and punished."* – Virtus Website

5. Complete Application for Employment or Volunteer service (available at school office)