

OFFICE FOR THE PROTECTION OF CHILDREN AND YOUTH

Fall 2011

COMPLIANCE GUIDELINES

ALL SCHOOL EMPLOYEES		
BACKGROUND CHECK - eApps	Complete an eApps online criminal background check during the application process.	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Background Screening</i> .
FINGERPRINTING	Submit to digital fingerprinting within three business days of hire.	Online at www.archchiago.org Scroll to the Protecting Children button and select <i>Fingerprinting</i> .
VIRTUS/PROTECTING GOD'S CHILDREN	Attend within 60 days of being hired. <i>Certificate of attendance kept on site in personnel file.</i>	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Virtus</i> . <i>All participants must pre-register online.</i>
CODE OF CONDUCT	Read and sign at time of hire. <i>Signed acknowledgement form kept on site in personnel file.</i>	Online at www.archchicago.org Under the Protecting Children button select <i>Code of Conduct</i> . <i>Available in Spanish, Polish & English</i>
CHILD ABUSE AND NEGLECT TRACKING SYSTEM FORM- CANTS <u>TO BE DONE ANNUALLY</u>	Complete form and submit at time of hire. <i>Copy of completed form kept on site in personnel file. Original mailed to DCFS by the site.</i>	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>CANTS</i> . <i>Available in Spanish and English</i>
MANDATED REPORTER TRAINING <i>All school employees are mandated reporters</i>	Complete training within 60 days of being hired.	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Mandated Reporter Training</i> .

PARISH/SCHOOL VOLUNTEERS WHO WORK WITH CHILDREN		
BACKGROUND CHECK	Complete an eApps online criminal background check application before being accepted as a volunteer. Applicant cannot begin service until the background check approval has been received.	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Background Screening</i> .
VIRTUS/PROTECTING GOD'S CHILDREN	Attend within 60 days of beginning service. <i>Certificate of attendance kept on site in personnel file.</i>	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Virtus</i> . <i>All participants must pre-register online.</i>
CODE OF CONDUCT	Read and sign prior to beginning service. <i>Signed acknowledgement form kept on site in personnel file.</i>	Online at www.archchicago.org Under the Protecting Children button select <i>Code of Conduct</i> . <i>Available in Spanish, Polish & English</i>
CHILD ABUSE AND NEGLECT TRACKING SYSTEM FORM- CANTS <u>TO BE DONE ANNUALLY</u>	Complete form and submit to site prior to beginning service. <i>Copy of completed form kept on site in personnel file. Original mailed to DCFS by the site.</i>	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>CANTS</i> . <i>Available in Spanish and English</i>
MANDATED REPORTER TRAINING	Catechists, youth ministers, coaches shall complete this requirement within 60 days of being hired or start of ministry.	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Mandated Reporter Training</i> .

PRIESTS/DEACONS/SEMINARIANS		
BACKGROUND CHECK	Upon entrance into the seminary/deaconate formation or upon arrival in the Archdiocese.	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Background Screening</i> .
VIRTUS/PROTECTING GOD'S CHILDREN	Attend within 60 days of entering the seminary/deaconate formation or arrival in the Archdiocese.	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Virtus</i> . <i>All participants must pre-register online.</i>
CODE OF CONDUCT	Read and sign upon arrival or when entering seminary/deaconate formation. <i>Signed acknowledgement form kept on site in seminary/deaconate personnel file.</i>	Online at www.archchicago.org Under the Protecting Children button select <i>Code of Conduct</i> . <i>Available in Spanish, Polish & English</i>
CHILD ABUSE AND NEGLECT TRACKING SYSTEM FORM- CANTS <u>TO BE DONE ANNUALLY</u>	Read and sign upon arrival or when entering seminary/deaconate formation. <i>Copy of form kept on site in seminary/deaconate personnel file. Original mailed to DCFS by the site.</i>	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>CANTS</i> . <i>Available in Spanish and English</i>
MANDATED REPORTER TRAINING	Complete training within 60 days of entry into the seminary/deaconate formation or upon arrival in the Archdiocese.	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Mandated Reporter Training</i> .

PASTORAL CENTER & PARISH EMPLOYEES		
BACKGROUND CHECK	Complete an eApps online criminal background check during the application process. Applicant cannot begin work until the background check approval has been received.	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Background Screening</i> .
VIRTUS/PROTECTING GOD'S CHILDREN	Attend within 60 days of being hired. <i>Certificate of attendance kept on site in personnel file</i>	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Virtus</i> . <i>All participants must pre-register online.</i>
CODE OF CONDUCT	Read and sign at time of hire. <i>Signed acknowledgement form kept on site in the personnel file.</i>	Online at www.archchicago.org Under the Protecting Children button select <i>Code of Conduct</i> . <i>Available in Spanish, Polish & English</i>
CHILD ABUSE AND NEGLECT TRACKING SYSTEM FORM- CANTS <u>TO BE DONE ANNUALLY</u>	Employees who work with children must complete this form at time of hire. <i>Copy of completed form kept in personnel file. Original mailed to DCFS by site.</i>	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>CANTS</i> . <i>Available in Spanish and English</i>
MANDATED REPORTER TRAINING	Employees who work directly with children are to complete this training within 60 days of hire.	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Mandated Reporter Training</i> .

Detailed information can be found by visiting the Archdiocesan website at www.archchicago.org and clicking on *Protecting Children*, or by calling the Office for the Protection of Children and Youth at 312/534-_____