

OFFICE FOR THE PROTECTION OF CHILDREN AND YOUTH

Compliance Guidelines – FALL 2014

**** NO ONE UNDER THE AGE OF 18 MAY BE IN A SUPERVISORY ROLE/RESPONSIBLE FOR OTHER MINORS**

ALL SCHOOL EMPLOYEES - ** Educators & School Staff		
ONLINE CRIMINAL BACKGROUND CHECK - eApps	Complete an eApps online criminal background check during the application process. Employees cannot begin working until background check approval has been received.	National background check. Re-checks are conducted automatically. Must be done before fingerprinting. A criminal background check will not process on anyone under 18 yrs. old.
FINGERPRINTING <i>Must be done through Accurate Biometrics</i>	Submit to digital fingerprinting within three business days of hire.	Illinois State Bill passed in 2007 requiring all school personnel hired as of 7/1/2007 submit to fingerprinting.
VIRTUS/PROTECTING GOD'S CHILDREN for Adults	Attend within 60 days of being hired. <i>Certificate of attendance kept on site in personnel file.</i>	3-hour training for adults with monthly bulletins required to maintain active account. No one under 18yrs. of age permitted at training. All participants must pre-register online.
CODE OF CONDUCT	Read and sign at time of hire. <i>Signed Acknowledgement Form kept on site in personnel file.</i>	Complete new form if employee moves to new parish/school.
DEPARTMENT OF CHILDREN & FAMILY SERVICES' CHILD ABUSE AND NEGLECT TRACKING SYSTEM FORM [CANTS Form] <i>Submit Annually</i>	Complete form and submit at time of hire. <i>Copy of completed form kept on site in personnel file. Original mailed to DCFS in Springfield by the site.</i>	To be submitted annually . Application reviewed by DCFS for abuse and neglect offenses.
MANDATED REPORTER TRAINING <i>All school employees are mandated reporters</i>	Complete training within 60 days of being hired.	Copy of certificate kept on-site in personnel file. Online training available in English. Live training available in English, Spanish, Polish.

PARISH/SCHOOL VOLUNTEERS WHO WORK WITH CHILDREN - **		
ONLINE CRIMINAL BACKGROUND CHECK - eApps	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.	National background check. Re-checks are conducted automatically. Must be done before fingerprinting. A criminal background check will not process on anyone under 18 yrs. old.
VIRTUS/PROTECTING GOD'S CHILDREN	Attend within 60 days of beginning service. <i>Certificate of attendance kept on site in personnel file.</i>	3-hour training for adults with monthly bulletins required to maintain active account. No one under 18yrs. of age permitted at training. All participants must pre-register online.
CODE OF CONDUCT	Read and sign prior to beginning service. <i>Signed Acknowledgement Form kept on site in personnel file.</i>	Complete new form if employee moves to new parish/school.
DEPARTMENT OF CHILDREN & FAMILY SERVICES' CHILD ABUSE AND NEGLECT TRACKING SYSTEM FORM [CANTS FORM] <i>Submit annually</i>	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 in Springfield by the site.</i>	To be submitted annually. Application reviewed by DCFS for abuse and neglect offenses.
MANDATED REPORTER TRAINING	Coaches, youth ministers and religious education personnel are to complete this training prior to beginning volunteer service.	Copy of certificate kept on-site in personnel file. Online training available in English. Live training available in English, Spanish, Polish.

PRIESTS/DEACONS/SEMINARIANS		
ONLINE CRIMINAL BACKGROUND CHECK – eApps	Upon entrance into the seminary/deaconate formation or upon arrival in the Archdiocese.	National background check. Re-checks are conducted automatically. Must be done before fingerprinting. Re-checks are conducted automatically.
VIRTUS/PROTECTING GOD’S CHILDREN	Complete training while in the seminary or diaconate formation program or within 60 days of arrival in the Archdiocese.	3-hour training for adults with monthly bulletins required to maintain active account. All participants must pre-register online.
CRITICAL CONVERSATIONS	Attend during seminary or diaconate formation program or within one-year of arrival in the Archdiocese.	This training for clergy began in Fall 2012.
CODE OF CONDUCT	Read and sign upon arrival or when entering seminary/diaconate formation. <i>Signed Acknowledgement Form kept on site in seminary/diaconate personnel file, or Office for Extern/International Priests.</i>	Complete new form if clergy moves to new parish/school.
DEPARTMENT OF CHILDREN & FAMILY SERVICES’ CHILD ABUSE AND NEGLECT TRACKING SYSTEM FORM [CANTS FORM] <i>Submit Annually</i>	Read and sign upon arrival or when entering seminary/diaconate formation. <i>Copy of form kept on site in seminary/diaconate personnel file. Original mailed to DCFS in Springfield by the site.</i>	To be submitted annually. Application reviewed by DCFS for abuse and neglect offenses.
MANDATED REPORTER TRAINING ALL CLERGY ARE MANDATED REPORTERS	Complete training while in the seminary or diaconate formation program or within 60 days of arrival in the Archdiocese.	Copy of certificate kept on-site in personnel file. Online training available in English. Live training available in English, Spanish, Polish.

PASTORAL CENTER & PARISH EMPLOYEES - **		
ONLINE CRIMINAL BACKGROUND CHECK - eApps	Complete an eApps online criminal background check during the application process. Applicant cannot begin work until the background check approval has been received.	National background check. Re-checks are conducted automatically. Must be done before fingerprinting. A criminal background check will not process on anyone under 18 yrs. old.
VIRTUS/PROTECTING GOD’S CHILDREN	Attend within 60 days of being hired. <i>Certificate of attendance kept on site in personnel file</i>	3-hour training for adults with monthly bulletins required to maintain active account. No one under 18yrs. of age permitted at training. All participants must pre-register online.
CODE OF CONDUCT	Read and sign at time of hire. <i>Signed Acknowledgement Form kept on site in the personnel file.</i>	Complete new form if employee moves to new parish/school.
DEPARTMENT OF CHILDREN & FAMILY SERVICES’ CHILD ABUSE AND NEGLECT TRACKING SYSTEM FORM [CANTS FORM] <i>Submit Annually</i>	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 in Springfield by site.</i>	To be submitted annually. Application reviewed by DCFS for abuse and neglect offenses.
MANDATED REPORTER TRAINING	Employees and volunteers (e.g., coaches, youth ministers and religious education personnel) who work directly with children are to complete this training.	Copy of certificate kept on-site in personnel file. Online training available in English. Live training available in English, Spanish, Polish.

All employees – whether or not working with children or young people – must be in compliance regardless of number of hours or position.

Archdiocesan Policies for the Protection of Children & Youth [§602] and Safe Environment Compliance [§603] can be found by going to <http://policy.archchicago.org> (Book II – The People of God, Part I Church Personnel).