



July, 2016

Dear "New" Cardinal Bernardin School Parent / Guardian:

Re: Volunteering at Cardinal Bernardin School ☺
The "Protecting God's Children" Program

Although summer is still with us ☺, you may find yourself thinking about the upcoming school year.

The purpose of this letter is to explain an Archdiocese of Chicago requirement for volunteering in a school with children present. The *Office for the Protection of Children and Youth* requires all volunteers to complete the "Protecting God's Children" program to ensure the safety of all children. (Employees are required, also, to complete specific requirements.) If you plan to volunteer often or even only once ... the following is very important.

Before anyone may volunteer at CJB, the Protecting God's Children process must be completed and approved. There are five steps for coaches; four steps for volunteers who are not coaches. The steps are as follows:

1. completion of an online Criminal Background Check (CBC)
2. completion of a VIRTUS training session
3. completion of the Code of Conduct form
4. completion of the DCFS Child Abuse Neglect Tracking System (CANTS) form
5. completion of Mandated Reporter online training (for coaches)

Once you have completed all four (or five) steps, submit proof of completion/paperwork for all four or five steps to CJB/Mrs. Devlin for processing with the Archdiocese. For your convenience, CANTS and CODE paperwork is attached (one for each parent). Please read, sign and return the CANTS and CODE forms to my attention once you have completed all steps above. Forms turned in separately will be returned to you. Although the CANTS form indicates that it should be mailed to the Department of Children and Family Services, it must be sent to DCFS by CJB. You will be asked to complete a new CANTS form every year. As of this date, this is the only item which must be completed every year.

If you would like to volunteer, we encourage you to complete all requirements before we get too far into the new school year. This way, you will be ready to jump right in!
PLEASE NOTE: Finish all requirements and then submit proof of completion to my attention. Do not send item by item. Individually submitted documents will be returned to you for safekeeping until all four or five steps are completed.

Detailed instructions:

To complete the online CRIMINAL BACKGROUND CHECK, visit www.archchicago.org and select "Protecting Children" in the left-hand margin; select "Compliance for Clergy, Employees & Volunteers (Criminal Background Check/eApps, Virtus, etc.)." Under the Criminal Background Screening heading, click on Criminal Background Screening Online Application (eApps).

On the first screen, select "click here" to create your User Name and Password (write these down and keep for future reference). On the next screen, you will be asked to select a site (Bernardin - Orland Hills, Bernardin - 167th Street). The Access Code is the word "protection." You'll select "Archdiocese of Chicago" and "Volunteer" for type of application. After completing these steps, you'll be ready to start the CBC. Print out the cover page once you have completed and submitted your CBC and turn in this page with the other requirements.

VIRTUS sessions are held year-round in various locations; they are free of charge. Check for upcoming sessions and register online by visiting www.archchicago.org and find "Protecting Children" in the left-hand margin. In the left-hand margin, select "Compliance for Clergy, Employees & Volunteers (Criminal Background Check/eApps, Virtus, etc.)." Then, follow the directives under the heading "Protecting God's Children for Adults/Virtus Training." Once you have completed VIRTUS training, you will receive a certificate of completion. You will turn this in to me with your other documents.

(If you have already completed VIRTUS for another school or parish, call the Virtus Consumer Line at 1-888-847-8870 for assistance in obtaining proof of completion. Then, forward that information to my attention with the other requirements. If you received Virtus training through the Joliet Diocese, contact the Virtus Consumer Line to have your record transferred to the Archdiocese of Chicago.)

IMPORTANT: Be sure to read and respond to the Virtus training bulletins which you will receive each month via email. If the bulletins are not read and acknowledged, your "active" status will be changed by the Archdiocese of Chicago.

Coaches: Visit www.archchicago.org and select MANDATED REPORTER TRAINING. Once the online training is completed, print your certificate and submit with other documents. Mandated Reporter training regards the law and explains how to report suspicion of child abuse and/or neglect.

Please know that we are very grateful for our volunteers and we appreciate your taking the time to complete these procedures so that you may fully participate in all that the Cardinal Bernardin School has to offer!

Kind regards,



Cynthia Labriola Devlin

cc: Ms. Mary Iannucilli, Principal
/attachments

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, websites, 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 abuse of a 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 or vulnerable adult is needed (e.g. Sacrament of Reconciliation) avoid meeting in isolated locations.
- Exercise caution in communicating 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 2 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/guardian 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"
- 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 by adult to minor.
- Any form of unwanted affection
- Compliments that relate to physique or body development

Code of Conduct Acknowledgement Form

Employees and Volunteers

Parish/School/Agency _____

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.

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