



2021--2022 SCHOOL YEAR

Dear "New" Cardinal Bernardin School Parent / Guardian:

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

Although new to CJB, you may find yourself already thinking about volunteering. We want to THANK YOU in advance for considering offering your time to the Cardinal Joseph Bernardin Catholic School!

This is a rather detailed letter because it contains important information on Safe Environment requirements put forth by the Archdiocese of Chicago.

We realize that the requirements are quite time-consuming on your part ... and additionally, the processing of these requirements is time-consuming on the part of the Archdiocese of Chicago and our school. HOWEVER, these steps work together to ensure the safety of our students. And that is a wonderful thing!

*Depending on COVID19,  
it is possible that volunteer opportunities may have restrictions*

The *Office for the Protection of Children and Youth* requires all volunteers to complete the Safe Environment compliance requirements to create and sustain a safe environment for all children. (Employees have specific requirements that include these steps, as well.) If you plan to volunteer often or only once ... the following is very important ... and it is required.

Before anyone may volunteer at CJB, the *Safe Environment compliance requirements* must be completed and verified. There are six steps for volunteers. The steps are as follows but you are directed to the AofC website (keep reading) where live links will deliver you to each phase.

1. attendance at and completion of an in-person VIRTUS training session (If you completed Virtus training in the past, be advised that we ALL must take a refresher course every three years. That course is called "Keeping the Promise Alive." Check your Virtus account to see if this applies to you.) We will need your certificate of completion for Virtus if you have taken it in the past.
2. completion of an online Criminal Background Check through the Virtus website (check your VIRTUS account to see if it time to renew your CBC)
3. completion of the DCFS Child Abuse Neglect Tracking System (CANTS) Form (online and hard copy) (this is to be done EVERY YEAR by all)

4. completion of the Behavioral Code of Conduct Acknowledgement Form (online and hard copy)
5. completion of Mandated Reporter online training. This training must be re-taken every 3 years. In addition to turning in the MR certificate, you must turn in a CANTS 22 form (attached)
6. positive response from three references which you will provide us with. Please alert your references to expect to hear from someone from the CJB office.

Once you have completed all requirements, submit all certificates and forms--at the same time-- to Mrs. Devlin, CJB's Archdiocese of Chicago Safe Environment Site Administrator. Forms turned in separately will be returned to you for safekeeping until you have completed all of the requirements.

If you feel you would like to volunteer, please meet all compliance. The processing of your applications and reference checking will take time to be completed. While we will accept paperwork all year, there are certain times when processing will take longer to complete. For this reason, we suggest that you submit all four or five documents before Christmas ... to ensure that you will be processed and ready to "go" for future wintertime and springtime events!

Detailed instructions:

To begin, log onto the Archdiocesan website at [www.archchicago.org](http://www.archchicago.org) and click on "CHILD PROTECTION" and then on "COMPLIANCE RESOURCES" for directions for TRAINING COMPLIANCE. While on the website you will note that there are special links for guidelines in Spanish and Polish. In order to access the ENGLISH link, click on the word PDF five lines below the other language options. This will bring you to the live link options.

(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 another Diocese, contact the Virtus Consumer Line to have your records 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. This is part of your ongoing education after the live training. If the bulletins are not read and acknowledged, your "active" status will be inactivated by the system.

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! You are now part of the Ministry of Protecting Children and Youth.

Kind regards,



Cynthia Labriola Devlin

cc: Ms. Kelly Bourrell, Principal  
*/attachments*



Office for the Protection of Children and Youth

Safe Environment Compliance Guidelines Chart, July 2021

Role	CBC	FP	CANTS 689	PGC & KPA or VAT	MRT & CANTS 22/A	ASB	CC
Clergy: priests and deacons	✓		✓	✓	✓	✓	✓
Candidates for ordination (seminarians and diaconate formation)	✓		✓	✓	✓	✓	
All employees of Pastoral Center, parishes and agencies	✓		(✓)*	✓		✓	
School employees (certified and non-certified)	✓	✓	✓	✓	✓	✓	
DREs/CREs, catechists, SPRED volunteers with minors, youth ministers, coaches, scout leaders	✓		✓	✓	✓	✓	
School volunteers and all parish volunteers who serve with children and/or youth	✓		✓	✓	✓	✓	
Ministers to vulnerable adults (SPRED volunteers, ministers of care, hospital visitors, etc.)	✓		(✓)*	✓ (VAT)		✓	



**CBC:** Criminal background check run through **VIRTUS online** as part of the VIRTUS registration process. Rechecked every three years through VIRTUS. **(Policy 603.2)**

**FP:** Fingerprints run through Accurate Biometrics for the Archdiocese of Chicago. School employees may not begin work until fingerprints have been submitted. Schools have the necessary forms.

**CANTS 689:** Yearly check of the central registry of Department of Children and Family Services.

\* **Required only once for employees who do not work with children. (Policy 603.5)**

**English CANTS 689 Form**  
**Spanish CANTS 689 Form**

**PGC:** VIRTUS's Protecting God's Children training session. **Register** and attend within 15 days of beginning work or volunteering. **(Policy 603.3)**

**KPA:** VIRTUS's Keeping the Promise Alive three-year recertification program done online through VIRTUS **(Policy 603.7)**

**VAT:** VIRTUS's Vulnerable Adult Training online training for those who minister solely to vulnerable adults. Replaces PGC.

**MRT:** Mandated Reporter Training from **State of IL training** website. Re-certified every three years, including re-signing the Acknowledgment Form (CANTS 22 or CANTS 22A for clergy). Certificates and signed forms are to be kept in file. **(Policies 603.6 and 603.7)**

**ASB:** Archdiocesan Standards of Behavior for Church Personnel Working with Minors and Vulnerable Adults (formerly Code of Conduct). Read and signed at time of hire and re-acknowledged yearly through VIRTUS **(Policy 603.4)**

**Archdiocesan Standards of Behavior (English)**  
**Normas de Comportamiento Arquidiocesanas (Español)**

**Archidiecezjalne standardy zachowania (Polski)**

**CC:** Critical Conversations, a VIRTUS program for clergy only. Recommended five years after ordination.

**Student training:** Every student in every grade in schools and religious education programs are to be offered training annually on sexual abuse prevention. **(Policy 603.7)**

**Those under the age of 18 are unable to meet safe environment compliance requirements; therefore, they may not be in a supervisory role or in charge of minors.**

**Safe Environment compliance is a condition of employment and volunteer service. All compliance recordkeeping is to be verified and tracked within the VIRTUS System Database and reported in the Annual Audit.**

Turn in this form to school w/ your other info

State of Illinois Department of Children and Family Services AUTHORIZATION FOR BACKGROUND CHECK Child Abuse and Neglect Tracking Systems (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: Male Female Race:

Current Address: Street/Apt # City State Zip

If you currently reside in Illinois, please list all previous addresses for the past five years. OR If you currently reside out-of-state, please provide ALL Illinois addresses in which you did reside while living in Illinois. (Street/Apt#/City/County/State/Zip Code) Dates From/To

Parish/School/Agency: Cardinal Joseph Bernardin Catholic School

Your Position (Circle One): Priest Deacon Religious Order Lay Employee Volunteer

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.

Signed Date

Submit by mail OR fax OR email Mail to: Department of Children and Family Services 406 E. Monroe - Station #30 Springfield, IL 62701 FAX to: 217-782-3991 Scan/Email to: DCFS.ArchDio689@Illinois.gov

Please type, use bold letters or label: safekids@archchicago.org Archdiocese of Chicago Mary Jane Doerr P.O. Box 1979 Chicago, IL 60690-1979

(Submitting Agency Fax Number) (Submitting Agency Email Address) (Agency Name) (Contact Person) (Address) (City/State/Zip)

*This form is to accompany your  
Mandated Reporter Certificate*

Illinois Department of  
**DCFS**  
Children & Family Services

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**ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS**

I, \_\_\_\_\_, understand that when I am employed as a  
(Employee Name)

\_\_\_\_\_, I will become a mandated reporter under the  
(Type of Employment)

Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse Hotline number at 1-800-25-ABUSE (1-800-252-2873) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates ~~24-hours per day, 7 days per week, 365 days per year.~~

I further understand that the privileged quality of communication between me and my patient or client is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under but not limited to the following acts: the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

\_\_\_\_\_  
Signature of Applicant/Employee

\_\_\_\_\_  
Date

CANTS 22  
Rev. 8/2013

Office of the Director  
406 E. Monroe Street • Springfield, Illinois 62701  
www.DCFS.illinois.gov