



St. Giles School

Volunteer Requirements

Every person that volunteers in our school must complete Archdiocesan **compliance requirements**. Volunteers include, but are not limited to Room Parents, Fun Lunch helpers, Birthday Book Club helpers, field trip chaperones, Girl Scout and Boy Scout leaders and helpers.

Any person in a position of trust in the Archdiocese -employees, clergy and volunteers - must complete the requirements outlined below. You may also download a **Compliance Guidelines** chart from the website. If you have questions, please contact the school office at 708-383-6279.

- Log onto http://www.archchicago.org/departments/safe_environment/compliance.shtm.
- On this page you will see several headings. Volunteers need to complete the following 4 requirements:
 1. *Criminal Background Screening –eapps* (complete online)
 2. *Code of Conduct form* (complete online)
 3. *Child Abuse and Neglect Tracking System -CANTS form* (complete online annually) (Also bring signed copy to the school to be mailed to Springfield)
 4. *Virtus Training/Protecting God’s Children for Adults* -must register online before training- complete live training within 60 days of beginning service. Bring certificate of training to school office.

Requirement	Process	Check when complete
1. Criminal Background Screening Online Application	*Set up your own user ID and password *In the Access Code field, type the word: protection *In the *Primary Parish/School/Agency field type the word: Giles and then select St. Giles School	
2. Code of Conduct	* Read and sign prior to beginning service * Complete and submit online * Submit hard-copy to the school office	
3. CANTS - Child Abuse and Neglect Tracking System	* Complete form online and submit signed copy to the office prior to beginning service. *Copy of completed form kept on site. *The School will mail copy to DCFS in Springfield. * This form is to be completed annually	
4. Virtus Training/ Protecting God’s Children for Adults Live class	*All participants must pre-register online. There is a link to Virtus website on archchicago.org, or go to Virtus.org *Create a password and user ID *Select the site/date of the session you want to attend. This is a live, 3 hour long class. *Training should be within 60 days of beginning volunteer service. * After training, bring/send a copy of your Certificate of Training Attendance to the school office.	
Mandated Reporter Training	<u>Only required of Catechists, Youth Ministers, Coaches</u> *Complete this online training within 60 days starting service or ministry (online) * Submit certificate of completion to the school office	