

VIRTUS

Archdiocese of Washington Child Protection Policy

***You must complete this program to volunteer in any way at the school.
This includes field trips and lunch/recess duties.***

For the protection of all of our children, SJE policy follows the Archdiocese of Washington Child Protection Program, VIRTUS. Parents and guardians must be cleared through VIRTUS in order to fulfill their Lunch and Recess Duty requirement, serve as chaperones on field trips, attend class parties and functions at school, and volunteer for extracurricular activities such as Scouting and CYO.

There are four steps to follow:

Step #1: Contact the school's Child Protection Compliance Coordinator, Sr. Roberta Harding (301 681-7634) or see Mrs. McNickle at the school's Front Desk to set up an appointment during which you will complete a Volunteer Application Form, a copy of which will be retained at SJE and the original of which will be sent to the Archdiocesan Office of Child and Youth Protection. You must bring two forms of valid, current, government-issued identification, one of which must be a photo-ID. Examples of ID include state-issued driver's or non-driver's license, Social Security card, passport, Certificate of Naturalization, or military-issued ID.

Step #2: Register for an account on VIRTUS at WWW.VIRTUS.ORG and register to attend a presentation on Protecting God's Children for Adults. To find a session near you, please see www.virtusonline.org/virtus/reg_list2.cfm?theme=0 Select Washington, DC (Archdiocese).

Step #3: Read the Child Protection Policy booklet and sign and return the Acknowledgement Form to Sr. Roberta or Mrs. McNickle. A copy of your executed acknowledgement will be retained at SJE and the original will be sent to the Archdiocesan Office of Child and Youth Protection.

Step #4: New volunteers must be fingerprinted. Do not go for fingerprints until you get the proper information and authorization code from the school.

PLEASE NOTE: If you began the VIRTUS Child Protection process during a previous school year and have any question about whether you completed all of the above steps, please contact Sr. Roberta at the beginning of this school year to confirm your status. Thank you and we look forward to seeing you at SJE school this year!

ARCHDIOCESE OF WASHINGTON
CHILD PROTECTION AND SAFE ENVIRONMENT

HOW TO REGISTER ON VIRTUS

1. Go to www.virtusonline.org
2. Click on FIRST-TIME REGISTRANT that is in green on the left hand side of the Virtus Online page Under USER ID AND PASSWORD.
3. If you are searching for a session to attend, click on View a List of Sessions. After reviewing the list of sessions, click on Start Registration. If you know the session you want to attend, click on Begin the Registration Process instead.
4. Click on the down arrow to the right of select your organization, please scroll down the drop down menu until you find Washington, DC (Archdiocese). Click on Select.
5. Create a User ID and Password. Click on Continue.
6. Complete the Registration Screens.
7. Please select the Primary location where you volunteer with children.
8. Select your roles (Please see descriptions below and select accordingly).
9. Answer all screening questions.
10. Read and Acknowledge the Pastoral Code of Conduct and Contact with Minors.
11. When you get to the screen that asks if you Have Already Attended a *Protecting God's Children* Session, click NO if you have not attended and select the session you want to attend. If you have attended a *Protecting God's Children* session, click YES and select the session that you attended and complete the rest of the registration process.
12. If you have completed the *Protecting God's Children* Session in another state, please contact Virtus 1-888-847-8870.

Roles Definitions:

- Volunteers - unpaid persons who assist the diocese/eparchy (including parishes and schools) such as catechists, youth ministers, coaches, etc.

*If you do not have Internet access, please contact your local coordinator and he/she will assist you with the registration process.