

# VIRTUS

## Archdiocese of Washington Child Protection Policy

***You must complete this to volunteer in any way at the school. This includes field trips.***

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 & 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 three simple steps to follow:

Step #1: Contact the SJE Child Protection Compliance Coordinator, Sister Roberta Harding (e-mail: [hardingr@sjeparish.org](mailto:hardingr@sjeparish.org)) to set up an appointment with her 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 or military-issued ID. You will not be charged for the background check; the parish pays the \$13.50 fee for all of our parents and guardians.

Step #2: Register for an account on VIRTUS at [WWW.VIRTUS.ORG](http://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](http://www.virtusonline.org/virtus/reg_list2.cfm?theme=0)

Step #3: Read the Child Protection Policy booklet and sign and return the Acknowledgement Form to Sr. Roberta Harding. 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.

PLEASE NOTE: If you began the VIRTUS Child Protection process during a previous school year and have any question about whether you completed all three 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!