



## HOLY FAMILY SCHOOL

### FOR THE PROTECTION OF CHILDREN

The Diocese of Cleveland's March 1, revised 2016 *Policy for the Safety of Children in Matters Regarding Sexual Abuse* requires that every Parish (Church or School) employee and every Parish volunteer 18 and older who has contact with or access to children is **required** to do the following. All of these documents and forms can be found on the Holy Family Parish website. Go to [www.holyfamilystow.org](http://www.holyfamilystow.org), click on RESOURCES, click on VIRTUS .

1. Complete an employment or volunteer application, provide references with addresses;
2. Read the Diocese of Cleveland's *Policy for the Safety of Children in Matters of Sexual Abuse, Revised 2007*, and sign and submit the accompanying acknowledgement form;
3. Read the Standards of Conduct Policy and sign and submit to the Parish Office the Standards of Conduct Acknowledgement Form for Volunteers
4. Attend a 3-hour *VIRTUS* Training Session (see how to find a session below) and complete a one-year tutorial (either on-line or by mail);
5. Complete a successful background check through the State of Ohio Bureau of Criminal Identification and Investigation (for those who have been an Ohio resident the last 5 years) and an FBI background check (for those who have not been a resident of Ohio the last 5 years). A background check is obtained by presenting a valid Ohio driver's license and having fingerprints scanned electronically or printed with ink. The Holy Family Parish Office, 3450 Sycamore Drive in Stow is equipped to scan fingerprints electronically during business hours .

If you are a Parish (Church or School) employee or, a volunteer who has contact with or access to children, you are required to complete the above steps PRIOR to beginning employment or volunteering. If you plan on ever being a Parish employee or volunteer, the above will be required. If you have any questions about this, please refer them to Mrs. Sharon Fournier at 330.688.6412, ext. 310 or [sfournier@holyfamilyschoolstow.org](mailto:sfournier@holyfamilyschoolstow.org).

#### How to find a *VIRTUS* training session:

Go to [www.virtus.org](http://www.virtus.org); Select "Registration" ; Select "View A List Of Sessions"; Select "Cleveland, OH-Diocese"; **Or**, click on the link found under *VIRTUS* sessions on the church website.

#### Post *VIRTUS* Training Workshop Online Training

After you attend a Virtus Training Workshop, go to [www.virtus.org](http://www.virtus.org) and register that you have attended a Virtus Training Workshop, the date and place you attended the Workshop and the parish or school for which you are going to be employed or volunteering. Your attendance will be verified by the Virtus Training Workshop sign-in sheet. You will be sent a confirmation email (this can take up to 2 weeks). Follow the instructions in the email notification you will receive (click on the MY TRAINING tab after you log in to the virtus.org website successfully). Read the training bulletin carefully and answer the question at the end of the bulletin. You will be required to read 24 bulletins over the course of one year. After one year, training bulletins are read on a continuing education basis.