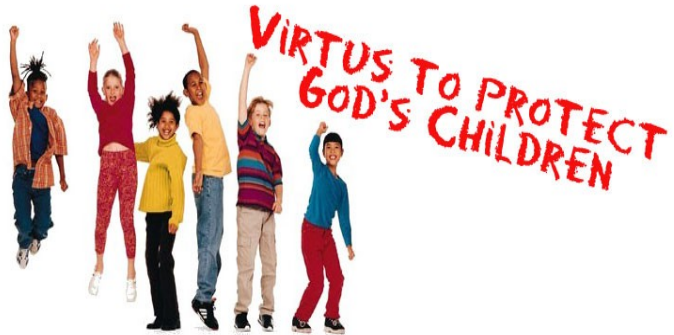




## THE ARCHDIOCESE OF KANSAS CITY IN KANSAS

*“Archbishop Naumann has pledged to continue the “Promise to Protect” commitment of our Archdiocese with close monitoring of the implantation of the adult and children’s programs designed to protect the children in our care from sexual abuse.*  
“

Father John Riley  
Chancellor  
Safe Environment Coordinator



### **Protecting God's Children - VIRTUS**

All employees whether working around children or not; and all volunteers who have contact with children and/or youth are required to submit to background checks prior to their engagement with children or teens.

- All volunteers whose roles put them in contact with children and/or youth, all employees, and all clergy are required to attend a child safety awareness program designed for adults called Virtus®.
- Volunteers between the ages of 16 - 18 who participate in environments and activities that may include other children will also be required to attend a Virtus® awareness session.
- For those volunteers under the age of 18, a Parental Permission Form is required for admittance and we encourage that a Parent/Guardian attend the same Virtus Awareness session with their child.
- Children under the age of 16 should never attend the Awareness sessions (nor should they be considered as adults or placed in unsupervised environments requiring adult supervision of minors).

### **Children’s Programs—Teaching Touching Safety**

- All children under the age of 18 enrolled in Catholic Schools or in Religious Formation Programs (known as School of Religion or CCD) or parish youth groups participate in age-appropriate awareness training designed for children to help protect them.
- Parents who choose to "opt out" of these children’s programs on behalf of their children may obtain the training materials from their parish or school so they themselves can provide awareness training for their own children.

## **VIRTUS—Protecting God’s Children Safe Environment Program**

### **Overview of the VIRTUS Program**

The VIRTUS program was created by the National Catholic Risk Retention Group as a means of education to prevent child sexual abuse. This program meets the guidelines for safe environments as required by the United States Conference of Catholic Bishops and was selected by the Archbishop and his advisors as the official Safe Environment Program for the Archdiocese of Kansas City in Kansas.

### **Overview of a VIRTUS Awareness Session**

The Awareness Session is the initial program components for adults who interact with children. The 3 1/2 to 4 hour awareness session consists of:

- 2 videos with small and large group discussion (conducted by facilitator)
- Identifies the warning signs of abuse
- Teaches five steps to help prevent child sexual abuse
- A typical session attendance is a minimum of 25 participants

### **Who is REQUIRED to attend a VIRTUS Awareness Session ?**

All staff of the parish, both school and religious educators; and all volunteers who have contact with children. (Priests, deacons, principals, directors of religious education, teachers, catechists, all employees, volunteers, room parents, coaches, boy scout leaders, girl scout leaders, altar server trainers, custodians, cafeteria and playground volunteers, youth ministers, field trip drivers, etc)

### **Who is ENCOURAGED to attend a VIRTUS Awareness Session ?**

All adults of our faith community: parents, grandparents, friends and neighbors. The sessions will continue indefinitely and all adults in our parish are encouraged to attend.

---

Questions ? Please contact the Religious Education Office at (913) 722-2206.

## How Do I sign up ?

### **All who plan to attend are required to pre-register !**

1. Using the internet, go to [www.vitusonline.org](http://www.vitusonline.org)
2. On the left side of the page—click on **Registration** (in yellow letters)
3. This screen asks you to select your organization:
  - Click the down arrow by the Select button & click on **Kansas City, KS (Archdiocese)** and then click the Select button
4. Create a **User ID and Password** as promoted and click the Continue button. The User ID and Password you select will be used in the future. **It is very important that you select a Password and User ID that you will remember.**
  - Please complete the requested information (name, address, etc). The required fields (marked with a red \*) of the form must be completed before you will be allowed to proceed to the next screen. After all required fields have been filled, click **Continue**. If you do not have email access, then enter noaddress@virtus.org for the email address. Click the down arrow to select your **Location**. (Please note....Location field refers to your home parish or the parish where you are employed. Locations not listed should choose the Archdiocese for a location. Click **Continue**.
5. The next screen allows you to select an additional location. This allows you to select all parishes where you work, volunteer or are a member. Choose either **Yes or No** and then proceed to the next selection.
  - Click on the box(es) to select **all** the roles(s) that apply to your position. Enter your title within the parish/school. **Note:** Be specific on the job description...”Title” - scout leader, coach, room parent, bus driver, School of Religion catechist, classroom aide, Catholic school teacher, etc.
6. Click **Continue**.
7. Answer **Yes or No** to the three questions that are displayed.
8. If you have already attended a VIRTUS Awareness Session, click **YES**.
  - If you are registering to attend an upcoming VIRTUS Awareness Session, click **NO**. Click on the down arrow and highlight the VIRTUS Awareness Session you attended or plan to attend. Click **Complete registration**. \*\*
9. You should see a screen that says ...“**Thank You for completing the registration process.**” You may choose to go to VIRTUS Online or you may Close Browser.
10. You have completed the Registration process. Thank You !

\*\* To change previously scheduled session date (For those who had pre-registered for a session but unable to attend) - Log into the original pr-registration account, at the initial screen you will see the original session registered for, select change/remove to select a different session.