



## 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 PARISH INFORMATION, click on **VIRTUS**.

- ◆ Complete an employment or volunteer application, provide references with addresses;
- ◆ Create an online *VIRTUS* account (see how to register below);
- ◆ Attend a 3-hour *VIRTUS* Training Session (see how to find a session below);
- ◆ Mandatory Reading:
  - ◇ Read the Diocese of Cleveland's *Policy for the Safety of Children in Matters of Sexual Abuse, Revised 2016*, and sign and submit the accompanying acknowledgement form;
  - ◇ Read the Standards of Conduct Policy and sign and submit to the Parish Office the Standards of Conduct Acknowledgement Form for Volunteers
- ◆ Join Selection.com
  - ◇ Log into your VIRTUS ACCOUNT AT VIRTUSONLINE.ORG
  - ◇ Click TOOLBOX on the top bar.
  - ◇ Choose the Selection.com background check on the sidebar
  - ◇ Continue the registration process.
  - ◇ There is a one-time fee of \$25. If finances are a concern, contact Mrs. Heather Hawk Frank ([hhawkfrank@holyfamilyschoolstow.org](mailto:hhawkfrank@holyfamilyschoolstow.org)) for school volunteers or Mrs. Jamie Heintl ([heintl@holyfamilystow.org](mailto:heintl@holyfamilystow.org)) for PSR, CYO and other volunteers.

### How to CREATE AN ONLINE **VIRTUS** ACCOUNT

Go to [www.virtus.org](http://www.virtus.org); Select "FIRST TIME REGISTRANT"; Select "Begin the Registration Process"; Select "Cleveland, OH-Diocese"; **Or**, click on the link found under *VIRTUS* sessions on the church website.

### How to FIND A *VIRTUS* TRAINING SESSION

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