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 , click on **CHILD PROTECTION/*VIRTUS***.

♦ Complete an application form, 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) for school volunteers or Mrs. Jamie Heinl (heinl@holyfamilystow.org) for PSR, CYO and other volunteers.

How to CREATE AN ONLINE **VIRTUS** ACCOUNT

Go to 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; 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.