

Sacred Heart Church, Fairfield, OH
Office of Faith Formation 513-858-4213

IMPORTANT INFORMATION FOR ADULTS WISHING TO VOLUNTEER AT SACRED HEART OF JESUS SCHOOL

One of the greatest responsibilities adults ever face is the protection of children under their care. That is a duty that falls heavily upon those who minister in the name of the Church because children are entrusted to us in so many ways – in schools, in religious education, in Scouting, on field trips and in sports. Parents have a right to expect that their children are as safe as humanly possible in all of these situations.

Archbishop Dennis M. Schnurr

CHILD PROTECTION - VIRTUS® TRAINING & BACKGROUND CHECKS

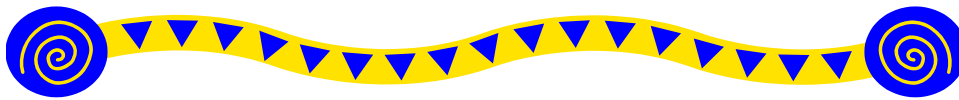
Requirements for all volunteers in the parish working with children

All people who intend to work or volunteer in any capacity at Sacred Heart School must do the following before you are approved to work with children:

- Meet with **Marianne Fleckenstein, LSEC** and fill out a volunteer information form.
- Attend (or have already attended) a VIRTUS® Protecting God's Children Awareness Session for the Decree on Child Protection.
- Submit to and pass an online background check through Selection.com.
- Agree to follow the Archdiocesan Guidelines for Protecting God's Children.
- Read Virtus® monthly bulletin under ongoing training, and correctly answer question on same.

Virtus® workshops are held ONE Sunday every other month from 6:00 – 10:00 p.m. at Sacred Heart in Fellowship Hall. ALL VOLUNTEERS & employees working with children are required to attend a Virtus® workshop session and give permission for an online background check. No one under the age of 18 will be allowed in the sessions. You must pre-register with VIRTUS® before attending. Walk-in's are not permitted. Please contact our **Local Safe Environment Coordinator** **BEFORE** registering online to avoid paying the background check fee out of pocket. *Make an appointment by calling Marianne Fleckenstein, LSEC at 513-858-4213 or email her at mfleck@sacredheart-fairfield.org. Marianne will give you directions and a code (Fastrax Token) for payment. Once you have your Fastrax Token from Marianne, you may register online without charge.* Go to www.Virtusonline.org to pre-register for a workshop. If you do not have computer access readily available, call Marianne at 858-4213 or email her at mfleck@sacredheart-fairfield.org with any questions or request for help.

Virtus® class is free of charge. Facilitator & Presenters are Fr. Larry Tharp, Pastor; Marianne Fleckenstein, LSEC & Bryan Miller, DRE



If you attended a VIRTUS® training class at another parish and did your background check with Selection.com, then you only have to fill out a volunteer info form and add Sacred Heart, Fairfield to your list of parishes on your Virtus® profile. Marianne can verify your acceptance into our parish system for you.

All persons who have attended a VIRTUS® Protecting God's Children Training Session must keep up with the continuing education component of VIRTUS® by reading a monthly VIRTUS® Training Bulletin. If a person falls behind by three or more bulletins (whether in consecutive months or not) he / she must "catch up." If the same person does catch up, but then falls behind by three or more bulletins a second time, the volunteer will need to attend another VIRTUS® live Training Session or do a timed makeup session online before he / she can have further contact with children.

VIRTUS® does not always send reminder emails to everyone regarding the monthly continuing education Bulletins (which are issued on the first Sunday of each calendar month). Therefore, we recommend that everyone set a monthly reminder on or about the 15th day of each calendar month on your smart phone. (i.e. "**Check VIRTUS® for most recent Bulletin under 'Training' tab.**")

Once the Archdiocese of Cincinnati has received confirmation you have attended a VIRTUS® Protecting God's Children Awareness Session for the Decree on Child Protection and completed a criminal background check, the information will be provided to the location(s) you indicated on the form you completed for the criminal background check. No information will be provided to the location(s) until both processes are completed.

The parish is to receive a positive background check prior to any volunteer's interaction with children. **There are no exceptions to this policy.** Marianne Fleckenstein, the *Local Safe Environment Coordinator (LSEC)*, keeps the official list of approved volunteers. Status changes monthly based on compliance with reading required bulletins and any unlawful activity.

As a reminder to coaches: two approved adult (over 18 yrs. old & graduated high school) volunteers (NOT RELATED) must be present at all team activities including practices, team meetings, film sessions, banquets, etc. The volunteers do not necessarily have to be coaches but should be observing or participating in the team activity. If only one approved volunteer is present then the activity must be cancelled. **ALL** activities require gender specific ratios of adults to children (i.e., for every 10 girls there must be one female adult present and vice versa for boys.) There are **NO EXCEPTIONS** to this archdiocesan requirement.

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