



## Protecting God's Children Volunteer Training

All volunteers at our school who work with children and young people must complete Protecting God's Children/Virtus Training and become Virtus Certified. This training and certification educate participants on the signs of child abuse, ways to prevent abuse, and methods for properly reporting suspicions of abuse.

To complete the Virtus training, please complete the seven steps listed below. For assistance, please contact the St. Christopher Parish Center at **708-388-8190** or via email at [stchris@stchristopherparish.com](mailto:stchris@stchristopherparish.com).

### Process to become Virtus Certified

#### Step 1: Complete a VIRTUS Training Session

Online Virtus training sessions are available on-demand, via the link: [www.stchrischool.org/virtus](http://www.stchrischool.org/virtus)

To start the process, click on the grey "Start Registration" button at the bottom of the page. Following the instructions to set up an account, and then start the training. Training will take approximately 90 minutes to complete. When you have completed the training, download and save your certificate of completion:

#### CERTIFICATE OF COMPLETION

This document certifies that



from

Archdiocese of Chicago, IL

has completed

*Protecting God's Children® Online Awareness Session 4.0\_Technology Expansion\_Chicago*

#### Step 2: Complete the State of Illinois Mandated Reporter training.

Mandated Reporter training is available on-demand via the link: [www.stchrischool.org/madatedreport](http://www.stchrischool.org/madatedreport)

To start the process, click the green "Register for an Account" button at the top right of the page. This training will take about 60 minutes to complete. When you have completed the training, download and save your certificate of completion:



### Step 3: Complete Acknowledgement of Mandated Reporter Status (CANTS-22) Form

Complete and submit a copy of the CANTS-22 Acknowledgement of Mandated Reports Status from State of Illinois Department of Children and Family Services. After completing Mandated Reporter Training, this form certifies that you are a mandated reporter. This form is attached at the end of this packet in Appendix 1.

### Step 4: Complete Authorization for Background Check (CANTS-689) Form

Complete and submit a copy of the CANTS-689 Authorization for Background Check Form from State of Illinois Department of Children & Family Services, which is attached at the end of this packet in Appendix 2.

### Step 5: Complete the Archdiocese Standards of Behavior Form

Complete and submit a copy of the Archdiocese Standards of Behavior Form. This forms states that you understand the standards of behavior agree to abide by it, and is attached at the end of this packet in Appendix 3. Please sign the last page of the form (page 5).

### Step 6: Complete Required Information on the Virtus Website

Please log into the Virtus Website at [www.virtusonline.org](http://www.virtusonline.org) and complete required information:

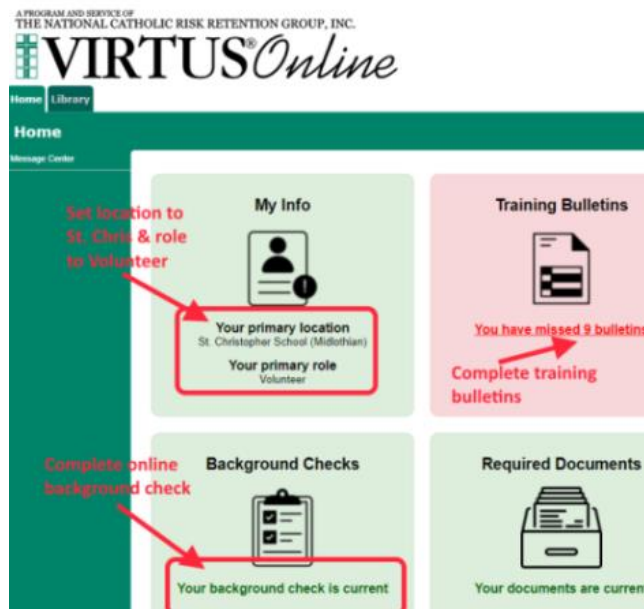
1. Click on "My Info" tab and set your location to St. Christopher Church/School, and role to volunteer:

Primary	Role	Location	Start	End
<input checked="" type="checkbox"/>	Volunteer	St. Christopher School (Midlothian)	—	—
<input type="checkbox"/>	Volunteer	St. Christopher Parish (Midlothian)	—	—

Showing 1 to 2 of 2 entries  Show Inactive

2. Click on the "Background Checks" link and complete your online background checks
3. Click on the "Training Bulletins" link and complete any missed bulletins.

A screen shot of these three links is below:



## **Step 7: Submit completed forms to St. Christopher Parish**

Please submit copies of your completed certificates and forms to the St. Christopher Parish Center. You may do this in person, or by emailing the forms to [stchris@stchristopherparish.com](mailto:stchris@stchristopherparish.com). You should include the following forms:

- VIRTUS Training Completion Certificate from Step 1
- Mandated Reporter Training Certificate from Step 2
- Completed Mandated Reporter Status (CANTS-22) Form from Step 3
- Completed Background Check (CANTS-689) Form from Step 4
- Archdiocese Standards of Behavior Form from Step 5

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**ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS**

I, \_\_\_\_\_, understand that when I am volunteer as a  
(Name)

\_\_\_\_\_, I will become a mandated reporter under the  
(Type of Volunteering)

Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse and neglect Hotline number at 1-800-25-ABUSE (1-800-252-2873) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I understand that in an effort to help mandated reporters understand their critical role in protecting children by recognizing and reporting child abuse/neglect, DCFS administers an online training course entitled **Recognizing and Reporting Child Abuse: Training for Mandated Reporters**, available 24 hours a day, seven days a week.

I further understand that the privileged quality of communication between me and my patient or client is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under, but not limited to, the following acts: the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

CANTS 22  
Rev. 5/2019

State of Illinois  
Department of Children and Family Services  
**AUTHORIZATION FOR BACKGROUND CHECK**  
Child Abuse and Neglect Tracking Systems (CANTS)  
**For Programs NOT Licensed by DCFS**

**NOTE: Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed child care facility. Please contact your licensing representative.**

Name: \_\_\_\_\_  
Last First Middle

Date of Birth:  -  -  Gender:  Male  Female Race: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street/Apt #  
City State Zip

If you currently reside in Illinois, please list all previous addresses for the past five years.  
OR

If you currently reside out-of-state, please provide ALL Illinois addresses in which you did reside while living in Illinois.

(Street/Apt#/City/County/State/Zip Code) Dates From/To  
\_\_\_\_\_  
\_\_\_\_\_

Parish/School/Agency: \_\_\_\_\_

Your Position (Circle One): Priest Deacon Religious Order Lay Employee Volunteer

List maiden name and/or all other names by which you have been known (last, first, middle):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize the Illinois Department of Children and Family Services to conduct a search of the Child Abuse and Neglect Tracking System (CANTS) to determine whether I have been a perpetrator of an indicated incident of child abuse and/or neglect or involved in a pending investigation. I further consent to the release of this information to the agency listed below.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please type, use bold letters or label:**

**Submit by mail OR fax OR email**  
Mail to: Department of Children and Family Services  
406 E. Monroe - Station #30  
Springfield, IL 62701  
FAX to: 217-782-3991  
Scan/Email to: DCFS.ArchDio689@Illinois.gov

\_\_\_\_\_  
**safekids@archchicago.org** (Submitting Agency Fax Number)  
\_\_\_\_\_  
**Archdiocese of Chicago** (Submitting Agency Email Address)  
\_\_\_\_\_  
**Mayra Flores** (Agency Name)  
\_\_\_\_\_  
**P.O. Box 1979** (Contact Person)  
\_\_\_\_\_  
**Chicago, IL 60690-1979** (Address)  
\_\_\_\_\_  
(City/State/Zip)



## Office for the Protection of Children and Youth

# STANDARDS OF BEHAVIOR FOR CHURCH PERSONNEL WHO HAVE CONTACT WITH MINORS AND VULNERABLE ADULTS

Healthy relationships among people are a foundation of Christian ministry and are central to Catholic life. Church personnel in particular must be worthy of public trust and confidence. It is fundamental to the mission of the Archdiocese of Chicago that Church personnel conduct themselves in a moral and ethical manner consistent with Catholic principles.<sup>1</sup>

Church personnel are expected to read, understand and comply with archdiocesan policies and procedures addressing the protection of children and youth including but not limited to those requiring the immediate reporting of all concerns about suspicious inappropriate behavior (whether physical, emotional, psychological or sexual) and boundary violations to their pastor, principal, the chancellor (312.534.8283) or the Vicar General (312.534.8271) and those mandated reporting laws pertaining to the abuse and/or neglect of minors. Clergy conduct applies to both on and off church grounds in both church and non-church sponsored activities.

Therefore, as someone who ministers to minors and/or vulnerable adults, I will maintain a professional role and be mindful of the trust and power I possess as a minister to young people and vulnerable adults. I will not engage in any form of inappropriate conduct with a minor or a vulnerable adult, regardless of who initiates such conduct. Any violation of these Standards of Behavior will result in consequences up to and including dismissal or withdrawal from ministry.

For purposes of these Standards of Behavior, "minor" is any person under the age of 18.

"Vulnerable adult" is any adult in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist the offense.<sup>2</sup>

To achieve this, **I WILL NOT:**

- Have a personal relationship with any minor or vulnerable adult with whom I also have a professional relationship through my work/ministry/service, even if the minor or vulnerable adult initiates such personal relationship.
- Touch a minor or vulnerable adult in a sexual way or other inappropriate manner such as pinching, brushing the body, pushing, patting, feeling, tickling, rubbing, or massaging.
- Be alone with a minor or vulnerable adult in a residence, rectory, sleeping facility, or any closed room.
- Share any sleeping arrangements such as bed, sleeping bag or small tent with a minor or vulnerable adult.

<sup>1</sup>This language is taken from Policy Book Two, § 605.1.

<sup>2</sup>These definitions come from Policy Book Two.

- Take an overnight trip alone with a minor or vulnerable adult.
- Acquire, possess or distribute any form of sexual material to a minor or vulnerable adult.
- Introduce sexually oriented topics, vocabulary, music, jokes, propositions, recordings, films, games, websites, computer software or entertainment to a minor or vulnerable adult unless it has been approved by the Office of Protection of Children and Youth and the agency or department responsible for developing the educational content.
- Provide alcohol, cigarettes, marijuana or controlled substances to a minor or vulnerable adult.
- Use, possess, or be under the influence of illegal drugs, or be under the influence of prescription or over-the-counter medication due to misuse.
- Use alcohol when engaged in ministering to a minor or vulnerable adult.
- Engage in physical discipline for behavior management of minors or vulnerable adults.
- Humiliate, ridicule, threaten, harass (verbally or physically), or degrade another person.
- Use profanity or vulgarities in the presence of minors or vulnerable adults.
- Be nude (partially or full) in the presence of minors or vulnerable adults.
- Photograph minors or vulnerable adults without a written consent in the form of a release from a parent or legal guardian.
- Communicate with a minor or vulnerable adult through the use of electronic means, except when delivering information regarding a program, event, or school function. Any such communications shall follow the Archdiocese Electronic Communications Guidelines Applicable to All Groups and the Special Rules for Use of Group Messaging Apps.

## MEASURES TO AID OBSERVANCE OF THE STANDARDS OF BEHAVIOR

To help me keep the promises in the Standards, **I WILL:**

- Report any suspected child abuse or abuse of a vulnerable adult, including child pornography, to the proper authorities.
- Avoid gratuitous physical contact with a minor or vulnerable adult. Gratuitous physical contact with minors or vulnerable adults can be misconstrued, especially in private settings. See "Conduct that Is Not Permissible" for examples of prohibited gratuitous physical contact.
- Avoid overnight stays with a minor or vulnerable adult unless there is another adult present in a supervisory role.
- Avoid providing overnight accommodations for minors or vulnerable adults in private residences or rectories.
- Avoid driving alone in a vehicle with a minor or vulnerable adult.
- Have more than one child and at least one other adult present when using one's own home for youth work.
- Assume the full burden for setting and maintaining clear, appropriate physical and emotional boundaries in all ministerial relationships.
- Refrain from giving gifts to a minor or vulnerable adult without advance knowledge and approval of the parent, guardian or caregiver.

- Avoid meeting privately with minors or vulnerable adults in rooms, offices, or similar areas where there is no window or where the door does not remain open. If one-on-one pastoral care of a minor or vulnerable adult is needed (e.g. Sacrament of Reconciliation) avoid meeting in isolated locations or closed rooms.
- Adhere to the Archdiocese Electronic Communications Guidelines Applicable to All Groups and the Special Rules for Use of Group Messaging Apps when communicating with minors and/or vulnerable adults via email or other electronic means.
- Ensure that all activities involving minors or vulnerable adults (extra-curricular, catechetical, youth ministry, scouting, athletics etc.) for which I am responsible have been approved in advance by my supervisor or administrator.
- Have an adequate number of adults present at events. A minimum of two adults in supervisory roles must always be present during activities for minors and vulnerable adults.
- Ensure no minors or vulnerable adults are left unattended after program/activity concludes.
- Avoid taking minors and vulnerable adults away from the parish, school, or agency for field trips, etc. without another adult present in a supervisory role. Obtain written parental/guardian permission before such activities. Permission slips must include the type, locations, dates, and times of the activity, and emergency contact numbers of minor's or vulnerable adult's parent, guardian, or caregiver.

## PRACTICAL SUGGESTIONS

These are some practical suggestions for identifying permissible and impermissible conduct.

### **Conduct that May Be Permissible**

Appropriate affection between Church personnel and minors and vulnerable adults constitutes a positive part of Church life and ministry. Nonetheless, any touching can be misunderstood and must be considered with great discretion. Depending on the circumstances, the following forms of affection are customarily (but not always) regarded as appropriate and applicable when initiated by the minor or vulnerable adult:

- Verbal praise
- Handshakes
- "High-fives," hand slapping and "fist bumps"
- Brief pats on the shoulder or back
- Hugs (brief)
- Holding hands while walking
- Sitting beside
- Holding hands during prayer
- Pats on the head when culturally appropriate



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## Conduct that is Not Permissible

Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors and vulnerable adults, the following are examples of affection that are **NOT TO BE USED**:

- Inappropriate or lengthy embraces
- Kisses
- Holding minors over four years old on the lap
- Touching buttocks, chest, knees, legs or genital areas
- Being with minors or vulnerable adults in isolated areas such as bedrooms, closets, staff-only areas or other private and closed rooms
- Inappropriate physical affection in all places, non-public as well as public
- Being reclined with a minor or vulnerable adult
- Wrestling or tickling minors or vulnerable adults
- Piggyback rides
- Any type of massage given by minor or vulnerable adult to adult, or by adult to minor or vulnerable adult
- Any form of unwanted affection
- Compliments that relate to physique or body development
- Gratuitous application of sunscreen or any other topical salves, ointments etc.

## STANDARDS OF BEHAVIOR ACKNOWLEDGEMENT FORM

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Parish/School/Agency

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Date

I have received a copy of the **Archdiocese of Chicago Standards of Behavior for Church Personnel**. I have read and understand these Standards of Behavior, and I agree to abide by it. I have also read and understand the "Measures to Aid Observance of the Standards of Behavior" and the "Practical Suggestions" and will employ them to help me observe the Standards of Behavior.

A violation of these standards can result in disciplinary action, up to and including termination of employment/volunteer service.

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Signature

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Print Name

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Position

The signed Archdiocese of Chicago Standards of Behavior Acknowledgement Form shall be kept in employee personnel files at the agency/parish/school or in a general volunteer file at the agency/parish/school.

Please return the signed acknowledgement form to:

- If **employee** or **volunteer**: the site where you work or volunteer
- If **archdiocesan priest**: Office of the Chancellor, PO Box 1979, Chicago IL 60690
- If **extern priest**: Office of Extern/International, PO Box 1979, Chicago, IL 60690
- If **religious order**: Office for Religious, PO Box 1979, Chicago, IL 60690
- If **permanent deacon**: Office of the Diaconate, 816 Marengo Ave., Forest Park, IL, 60130
- If **aspirant** or **candidate for the diaconate**: Institute for Diaconal Studies (IDS) or Instituto de Liderazgo Pastoral (ILP), University of Saint Mary of the Lake, 1000 East Maple Ave., Mundelein, IL 60060
- If **seminarian**: Rector, University of Saint Mary of the Lake, 1000 East Maple Ave., Mundelein, IL 60060