



HOLY FAMILY SCHOOL

FOR THE PROTECTION OF CHILDREN

The Diocese of Cleveland's March 1, 2003 *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:

1. Complete an employment or volunteer application (available in the Parish or School Offices), provide references and be interviewed by a member of the Parish Staff;
2. Obtain a copy of the Diocese of Cleveland's *Policy for the Safety of Children in Matters of Sexual Abuse, Revised 2007*, and sign and submit the accompanying acknowledgement form, available from the Parish Office;
3. Attend a 3-hour *VIRTUS* Training Session (see how to find a session below) and complete a one-year tutorial (either on-line or by mail);
4. Go to <http://www.dioceseofcleveland.org/policies/Standardsofconduct/index.html> and follow these 3 steps:
 - A) Read the Standards of Conduct Policy
 - B) Download, print and sign the appropriate Standards of Conduct Acknowledgement Form.
 - C) Submit the Acknowledgement Form to the appropriate person at the parish or school for which you are employed or volunteer; and
5. Complete a successful background check through the State of Ohio Bureau of Criminal Identification and Investigation (for those who have been an Ohio resident the last 5 years) and an FBI background check (for those who have not been a resident of Ohio the last 5 years). A background check is obtained by presenting a valid Ohio driver's license and having fingerprints scanned electronically or printed with ink. The Holy Family Parish Office, 3450 Sycamore Drive in Stow is equipped to scan fingerprints electronically during business hours (Mon-Fri 8:30am to 12noon and 1pm to 8:30pm, Sat 9am to 6:30pm, Sun 8:30am to 1pm). Details are available at www.holyfamilystow.org, click on *Virtus*, click on Background Check.
Employees and volunteers must complete a background check annually.

If you are a Parish (Church or School) employee or, a volunteer who has contact with or access to children, you are required to complete the above steps PRIOR to beginning employment or volunteering. If you plan on ever being a Parish employee or volunteer, the above will be required. If you have any questions about this, please refer them to Mrs. Sharon Fournier at 330.688.6412, ext. 310 or fournier@holymfamilystow.org.

How to find a *VIRTUS* training session:

1. Go to www.virtus.org
2. Select "Registration"
3. Select "View A List Of Sessions"
4. Select "Cleveland, OH-Diocese"