

# *The process for beginning to work with children/teens at St. Alphonsus:*

---

Thank you for taking the time to do this! There are five steps and the instructions follow for each step:

- A) Criminal background check;
- B) Child Abuse and Neglect Tracking (CANTS). This determines whether there has ever been a 'founded' allegation of abuse or neglect on your record;
- C) Reading and signing the Archdiocesan Code of Ethics;
- D) Registering for Virtus (child protection and abuse prevention) training;
- E) Completing the online Mandated Reporter Training.

## **A. You need to go through a criminal background check:**

- 1) Go to the Archdiocese website - [www.archchicago.org](http://www.archchicago.org)
- 2) On the left side of the page, scroll down to see "Protecting Children" and click.
- 3) On the left side of the next page, click on "Compliance for Clergy, Employees and Volunteers."
- 4) On the following page, find the paragraph, "Criminal Background Screening." At the bottom of the paragraph, click on "Criminal Background Screening Online Application (eApps)"
- 5) Establish a user ID and log on password.
- 6) When you get to the next page, you must select a parish or agency. Open 'Site Search' and type in "alphonsus". You need to select the correct one on the list - **St Alphonsus-Wellington**. Do NOT select the school.
- 7) You will be asked for the access code. The word is "protection."
- 8) You will need to supply educational information, previous addresses and employers and names and contact numbers for references. It will be helpful to you if you have that info all ready by the computer. If you take too long to go look for it, the site will log you out.
- 9) At the end of the process, you will be asked to answer several questions and this page is 'locked.' (You can't change the answers once you lock it.) Please be accurate. Your 'locking' of the page functions as your signature.
- 10) After you register, contact Cathy Crino so that she can make sure that your references are contacted.

***(See the following pages)***

**B) You need to fill out a CANTS registration:**

That form is attached to this sheet. Just fill it out and give it to Cathy Crino. **DO NOT MAIL IT YOURSELF TO DCFS.**

**C) You need to read and sign the Code of Ethics for the Archdiocese.**

The Code is attached. Please sign page 6 and return it to Cathy Crino.

**D) You need to register for Virtus training:**

- 1) Go to [www.virtus.org](http://www.virtus.org). Click to establish a registration.
- 2) The registration password is "trust."
- 3) Select your organization - The Archdiocese of Chicago
- 4) Click on "I would like to attend...."
- 5) Fill out the form on the screen.
- 6) Your location here is "St Alphonsus Chicago."
- 7) Select any session to attend which fits into your schedule. There is a local "co op" of parishes that has trainings in August and September. The St. Alphonsus training will be on August 20, 2011 at 8:00 AM. (Check to find out when it is available online to register.) However, feel free to go to any training that fits your schedule.
- 8) Tell Cathy Crino when you have attended the session so that she can record it. Give her the certificate you receive for your file.
- 9) After you attend your session, you will get periodic emails to tell you that further training bulletins are online. You must go back to the website and your account.
- 10) Log in and click on "My Training." Read the bulletin, answer the question to prove you have been there and be on your way.

**E) You need to register for Mandated Reporter training:**

- 1) This is an online training module. You should plan on spending 60-90 minutes doing the training. You must do it all at the same time, so make an appointment with yourself.
- 2) Go to <https://www.dcfstraining.org/manrep/index.jsp> and register.

- 3) When you have completed the training, print out the certificate and bring it to Cathy Crino for your file.

***Thank you for your cooperation. It is a lot of paperwork and information, but our first priority is the safety of children.***

Illinois Department of Children and Family Services

AUTHORIZATION FOR BACKGROUND CHECK  
Child Abuse and Neglect Tracking System (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 (circle): Male Female Race: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street/Apt.

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

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

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

List all addresses at which you have resided in the past five years:

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

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.

\_\_\_\_\_  
Signature Date

Archdiocese of Chicago  
Jan Slattery  
737 N Michigan Ave, Suite 1220  
Chicago, IL 60611  
312-751-8307 (Fax)

Mail this request to:  
Department of Children and Family Services  
406 E. Monroe – Station #30  
Springfield, IL 62701

## Code of Conduct for Church Personnel

As someone who ministers to young people, I will maintain a professional role and be mindful of the trust and power I possess as a minister to young people. To achieve this, I will:

- Never touch a minor in a sexual way or other inappropriate manner.
- Never be alone with a minor in a residence, rectory, sleeping facility, or any other closed room.
- Never share a bed with a minor.
- Never take an overnight trip alone with a minor.
- Never introduce sexually explicit or pornographic topics, vocabulary, music, recordings, films, games, web sites, computer software, or entertainment.
- Never provide drugs, alcohol, or tobacco to a minor.
- Never use, possess, or be under the influence of illegal drugs.
- Never use alcohol when engaged in ministering to a minor.
- Never engage in physical discipline for behavior management of minors. No form of physical discipline is acceptable.

## Measures to Aid Observance of the Code of Conduct

To help me keep the promises in the Code, I will:

- Report any suspected child abuse to the proper authorities.
- Avoid physical contact when alone with a minor. Physical contact with minors can be misconstrued, especially in private settings.
- Avoid overnight stays with a minor unless there is another adult present in a supervisory role.
- Avoid providing overnight accommodations for minors in private residences or rectories.
- Avoid driving alone in a vehicle with a minor.

- Refrain from giving expensive or inappropriate gifts to a minor.
- Avoid meeting privately with minors in rooms, offices, or similar areas where there is no window or where the door cannot remain open. If one-on-one pastoral care of a minor is needed (e.g., Sacrament of Reconciliation) avoid meeting in isolated locations.
- Exercise caution in communicating with minors through e-mails or the internet. Only share work/ministry related e-mail addresses with minors. Do not participate in chat rooms with minors.
- Ensure that all activities (extra-curricular, catechetical, youth ministry, scouting, athletics, etc.) for which you are responsible have been approved in advance by the appropriate 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.
- Release young people only to parents or guardians, unless the parent or guardian has provided permission allowing release to another adult.
- Avoid taking minors away from the parish, school, or agency for field trips, etc. without another adult present in a supervisory role. Obtain written parental permission before such activities. Permission slips should include the type, locations, dates, and times of the activity and emergency contact numbers.

### 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 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.

- Verbal praise.
- Handshakes.
- “High-fives” and hand slapping.
- Pats on the shoulder or back.
- Hugs.
- Holding hands while walking with small children.
- Sitting beside small children.
- Kneeling or bending down for hugs with small children.
- Holding hands during prayer.
- Pats on the head when culturally appropriate.

## 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, the following are examples of affection that are **not** to be used:

- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Holding minors over four years old on the lap.
- Touching buttocks, chests or genital areas.
- Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms.
- Touching knees or legs of minors.
- Wrestling with minors.
- Tickling minors.
- Piggyback rides.
- Any type of massage given by minor to adult.
- Any type of massage given by adult to minor.
- Any form of unwanted affection.
- Compliments that relate to physique or body development.

# Code of Conduct Acknowledgement Form

Employees and Volunteers

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

Date \_\_\_\_\_

I have received a copy of the **Code of Conduct for Church Personnel**. I have read and understand this Code of Conduct, and I agree to abide by it. I have also read and understand the “Measures to Aid Observance of the Code of Conduct” and the “Practical Suggestions” and will employ them to help me observe the code of conduct. A violation of this code can result in disciplinary action, up to and including termination and/or removal from ministry.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

The signed Code of Conduct 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.