

Safe Environment Requirements for Volunteers* at St. Benedict Parish and School

Please contact Lucy Gillett, Safe Environment Coordinator with questions.

l.gillett@stbens.net or 206-518-6016

Lucy is in the office Monday – Thursday from 10am – 3pm.



*These requirements apply to all clergy, all employees and any volunteers with ongoing unsupervised contact with minors and vulnerable adults.

1. Background Checks

Volunteers are required to complete a background check every three years. You can access the background check form through your Virtus profile. Contact Lucy Gillett if you have questions.

2. Policy Acknowledgement

All volunteers are required to read and sign the Policy for the Prevention of and Response to Sexual Abuse, Code of Professional Conduct, and Reporting Suspected Abuse of Minors and Vulnerable Adults. These are also available through your Virtus profile.

3. Safe Environment Training

Volunteers with unsupervised, ongoing access to minors and vulnerable adults are required to complete the Protecting God's Children course within 90 days of beginning service. Current volunteers are required to take updated online training courses every three years. **If you have not attended a session, please log into Virtus to register for a class.**

Compliance With the Program

Parents: PLEASE GO TO WWW.VIRTUSONLINE.ORG TO CHECK YOUR STATUS. IF you require a background check or policy acknowledgement, you will be prompted at login. Don't hesitate to contact Lucy if you have questions or concerns.

Are you new?

All new employees and volunteers are required to visit the Virtus website and create a profile. You will be prompted to complete the required items (above) depending on your position requires of you.

Do you have a login?

If you have a login for Virtus but are having trouble accessing your profile, contact Lucy for log-in assistance.

Register for Protecting God's Children

If you have never taken Protecting God's Children you may do so here. Please note that you do not need to take this course if you have already taken Called To Protect for Ministries.

The following instructions are provided to assist you in registering for your first live training of Safe Environment: Protecting God's Children.

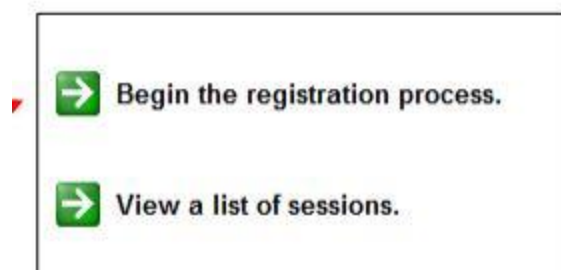
How do I sign up for my first Safe Environment Class: Protecting God’s Children?

In order to receive credit, there must be an online registration and also a signature within the sign-in materials at the session.

1. To complete the online registration process, please go to www.virtus.org or www.virtusonline.org. If you do not have Internet access and cannot temporarily gain Internet access via a school, university, library, work, home or other means, please communicate with the local parish or coordinator for assistance in registration.
2. Select “Registration” from the options on the left hand column of the page if you do not already have an existing VIRTUS Online account. If you already have an account created, please log back into the existing account and follow the prompts**.



3. Select “Begin the registration process”



4. Select your organization from the drop down list; then follow the prompts.



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VIRTUS[®]Online

Please select your Archdiocese/Diocese/Religious Organization from the list below:

- Select your organization ----->

5. Eventually, after several questions are asked as part of the registration process, you will come to a specific prompt that asks, “Have you already attended a VIRTUS Protecting God’s Children Session?” Please select “No,” and follow the rest of the prompts.



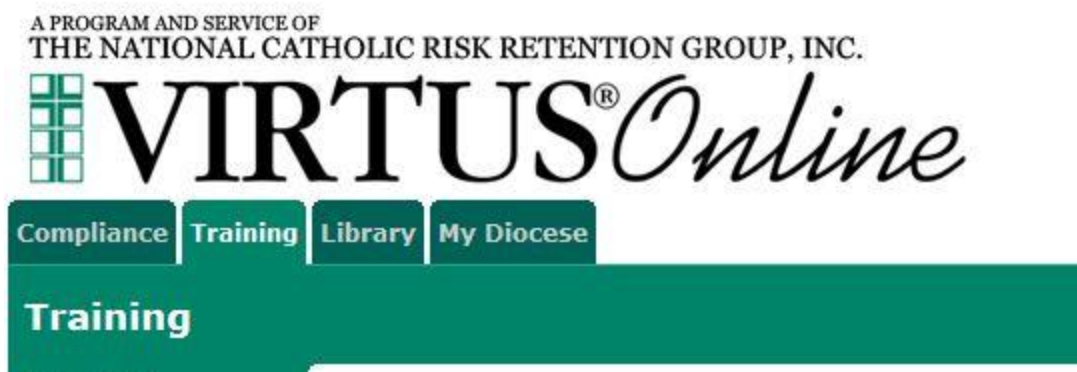
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VIRTUS[®]Online

Have you already attended a VIRTUS Protecting God’s Children Session?

****If you need to sign up for your initial Safe Environment Class: Protecting God’s Children and already have an account, please follow these prompts:**

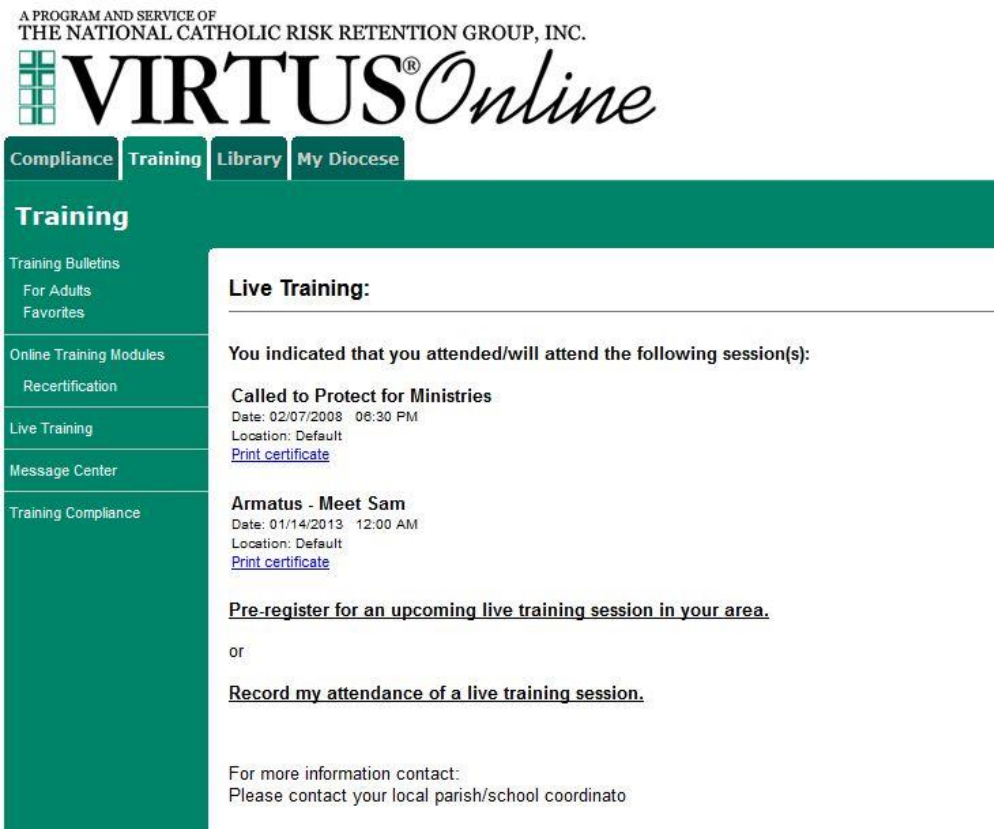
1. Sign into your Virtus account. If you are having trouble logging in, please contact Lucy Gillett at l.gillett@stbens.net and she can send you’re your account information confidentially.
2. Once in your account, click on the “Training” tab




3. In the “Training” menu, click on “Live Training”.



4. Then click on “Pre-register for an upcoming live training session in your area”.



5. Scroll down the list to find the session hosted at St. Benedict and select the class. Scroll to the very bottom of the page and click "Submit Registration".



Spaces 12 of 20
remaining:

Protecting God's Children for Adults
Where: St. Michael Catholic Church - Olympia (Olympia)
When: Tuesday, December 13, 2016
1:30 PM
Estimated time: 3 hrs
Spaces 22 of 22
remaining:
Notes: **Class will take place in Parish Center Room 7. No child care will be provided.**

Protecting God's Children for Adults
Where: St. Benedict Catholic Church - Seattle (Seattle)
When: Tuesday, December 13, 2016
6:00 PM
Estimated time: 3 hrs
Spaces 15 of 15
remaining:

Protecting God's Children for Adults
Where: St. Nicholas Catholic Church - Gig Harbor (Gig Harbor)
When: Tuesday, December 13, 2016
6:30 PM
Estimated time: 3 hrs
Spaces 22 of 40
remaining:
Notes: **Handicap Accessible**

If you have any questions, please contact Lucy Gillett at l.gillett@stbens.net or call at (206) 632-0843. Thank you.