

# OFFICE FOR THE PROTECTION OF CHILDREN & YOUTH

## COMPLIANCE GUIDELINES CHART – FALL 2015

\*\* NO ONE UNDER THE AGE OF 18 MAY BE IN A SUPERVISORY ROLE OR RESPONSIBLE FOR OTHER MINORS

ROLE	CBC-eAPPS	PGC-VIRTUS	ACC	CANTS	MRT	FP	CC
School Employees [Certified & Non-certified]	✓	✓	✓	✓	✓	✓	
School Volunteers	✓	✓	✓	✓			
Employees <sup>1</sup> (Pastoral Center, Agencies & Parishes)	✓	✓	✓				
DREs/CREs, Catechists, Youth Ministers, Coaches	✓	✓	✓	✓	✓		
Volunteers who minister to children and/or young people	✓	✓	✓	✓			
Priests, Deacons & Seminarians	✓	✓	✓	✓	✓		✓

LEDGER	DESCRIPTION	
CBC - EAPPS	<p><b>ONLINE CRIMINAL BACKGROUND CHECK - eApps</b>  <i>A criminal background check will not process on anyone under 18 yrs. old</i></p>	<ul style="list-style-type: none"> <li>▪ Complete an eApps online criminal background check during the application process. A background check done for other purposes cannot be accepted. Must be done before fingerprinting.</li> <li>▪ Employees/volunteers cannot begin working until background check approval has been received.</li> <li>▪ National background check. Re-checks are conducted automatically every 3 yrs.</li> </ul>
PGC- VIRTUS	<p><b>VIRTUS/PROTECTING GOD’S CHILDREN for Adults</b>  <i>No one under 18yrs. of age permitted at training</i></p>	<ul style="list-style-type: none"> <li>▪ Attend within 60 days of being hired.</li> <li>▪ Certificate of attendance kept on site in personnel file.</li> <li>▪ 3-hour training for adults with monthly bulletins required to maintain active account.</li> <li>▪ All participants must pre-register at <a href="http://www.Virtusonline.org">www.Virtusonline.org</a>.</li> </ul>
ACC	<p><b>ARCHDIOCESAN CODE OF CONDUCT</b>                  ➤ Updated version of Code of Conduct available 07/01/2015</p>	<ul style="list-style-type: none"> <li>▪ Read and sign at time of hire. <i>Signed Acknowledgement Form kept on site in personnel file.</i></li> <li>▪ New Acknowledgement Form must be signed in 2015 audit period. Complete new form if employee/volunteer moves to new parish/school.</li> </ul>
CANTS	<p><b>DEPARTMENT OF CHILDREN &amp; FAMILY SERVICES’ CHILD ABUSE AND NEGLECT TRACKING SYSTEM FORM [CANTS Form]</b>  <i>Submit Annually</i></p>	<ul style="list-style-type: none"> <li>▪ Complete form and submit at time of hire, and then submitted annually.</li> <li>▪ Copy of completed form kept on site in personnel file. Original mailed to DCFS in Springfield by the site.</li> <li>▪ Application reviewed by DCFS for abuse and neglect offenses. <i>This is a separate requirement from the eApps online criminal background check.</i></li> </ul>
MRT	<p><b>MANDATED REPORTER TRAINING</b>  <i>All school employees and clergy are Mandated Reporters by State law. DREs/CREs, Catechists, Youth Ministers and Coaches are to complete this training.</i></p>	<ul style="list-style-type: none"> <li>▪ Complete training within 60 days of being hired.</li> <li>▪ Copy of certificate kept on-site in personnel file. Online training available in English. Contact the Safe Environment Office for Spanish &amp; Polish live training.</li> </ul>
FP	<p><b>FINGERPRINTING</b>  <i>Must be done through Accurate Biometrics for the Archdiocese of Chicago</i></p>	<ul style="list-style-type: none"> <li>▪ Submit to digital fingerprinting within three business days of hire after completing your eApps online criminal background check. Fingerprinting done for other purposes cannot be accepted.</li> <li>▪ Illinois State Bill passed in 2007 requiring all school personnel hired as of 7/1/2007 submit to fingerprinting.</li> </ul>
CC	<p><b>CRITICAL CONVERSATIONS</b></p>	<ul style="list-style-type: none"> <li>▪ Offered annually for priests in ministry or administration.</li> <li>▪ Offered to all deacons.</li> </ul>

Archdiocesan Policies for the Protection of Children & Youth [§603] can be found by going to <http://policy.archchicago.org> (Book II – *The People of God, Part I Church Personnel*).

<sup>1</sup> All employees who are listed on an Archdiocesan/parish’s payroll must have compliance regardless of whether or not the employee works with children and/or young people, or the number of hours or position. This does not apply to employees who are under 18-yrs-old.