



Dear Volunteer,

In support of the guidelines of the Archdiocese of Chicago, Holy Family Catholic Academy requires all persons over the age of 18 who are volunteering or working in any capacity with children to complete the necessary volunteer requirements.

The requirements are the following:

- VIRTUS training (attendance at a training session)

Go to www.virtusonline.org or click on the archdiocese-chgo.org website

Click "registration"

Enter the registration password "trust"

Click enter

Select the Archdiocese of Chicago

Choose the option labeled "I would like to attend a Protecting God's Children Session"

Then proceed through by answering the questions asked

- Online Background check (completed online)

Log on to the Archdiocese website at www.archchicago.org to access eAppsDB.

At the Archdiocese website, go to the section labeled "Protecting Children".

Click on the "Background Screening" link in that section. This will take you to the eAppsDB login page for the Archdiocese of Chicago.

At the 'Login Page' of eAppsDB, you will first need to register for an account. To do so, click on the underlined 'click here' in the phrase 'If you do not have a user id and password, please click here to register' located at the top of the page.

Primary Site Select: Holy Family Catholic Academy.

The Access Code: **protection**

- Code of Conduct form (submit to the office)
- CANTS form (submit to the office)

If you have any questions, please let us know.

Thank you,

HFCA Office

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 Zip Code

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
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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.

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

Signed Date

Please type, use bold letters or label:

(Agency Name)
(Contact Person)
(Address)
(City/State/Zip)
(Submitting Agency Fax Number) _____



Code of Conduct Acknowledgement Form

Employees and Volunteers

Parish/School/Agency : **HOLY FAMILY CATHOLIC ACADEMY**

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 (Employee or Volunteer)

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.

Please keep pages 2 & 3 for your reference.

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.