

VOLUNTEERING AND PROTECTING GOD'S CHILDREN

St. Croix Catholic School needs you! Our school is enriched daily through the efforts of volunteers. The time and talents of many parents, grandparents, parishioners and community members are invaluable to us.

We are blessed each year with many volunteers to help as we educate and nurture the children under our care during the school day, but we also acknowledge that the safety and well-being of the children is a priority. For that reason, our school, our parishes, and the Archdiocese of St. Paul and Minneapolis have put into place a number of policies and procedures to protect these young people in every way.

One of the policies is the requirement that all staff and volunteers (including parent volunteers) working with students in any capacity (in the classroom, on field trips, during special events, in after school programs, etc.) complete the following:

1. ***A General Background Check*** (For those counting money or driving, additional checks are necessary.)
2. A three hour training known as ***“Protecting God’s Children” or VIRTUS.***
3. Read and sign a ***Volunteer Code of Conduct.***
4. Volunteers who coach extracurricular activities must also a **Bureau of Criminal Apprehension Background Check.**

While completing forms and attending the training is a time commitment – especially for those of you who are already giving of your time and talents to enrich the lives of students in our school and parish community – the awareness and feeling of security your time gives to the children is a very special gift.

Since it is anticipated that all parents will volunteer in some capacity during the course of their child’s years at SCCS, we ask all parents to complete the background check, the VIRTUS training and sign a Volunteer Code of Conduct. Once all of these are completed, it should not need to be done again during the time your child is enrolled at SCCS.

Our school uses the McDowell Agency, Inc. to process our background checks. All information you provide will be confidential and kept under lock and key. The forms will ask for your social security number; however, if you feel uncomfortable using it, the check can still be completed without this piece of information.

There are three possible levels of background checks, of which only the first is necessary for most volunteer activities. The first is called a ***“General Consumer Report”***. This is not a credit check but rather a check of state and county criminal records and sexual offender databases. This type is to be completed by all volunteers! The second type is a ***“Credit Report”*** to be completed in addition by people working with school monies. The third type is a ***“Driving Record Check”*** to be completed by volunteer drivers. For example, this would be necessary if a parent drives on a field trip. The ***“Credit Report”*** and the ***“Driving Record Check”*** will only be done if you check the appropriate boxes on #8 of the Pre-Service Questionnaire. Both the credit report and the

driving record check can be completed at a later date if your volunteer activities change to include handling monies or driving.

Enclosed is a set of forms the school needs before we can complete a background check for you. The white forms are to be kept by you for your own information. The tan forms are for you to complete and return. If you require more forms, perhaps for a grandparent, please let us know.

For more information about signing up for VIRTUS training, please go to www.virtusonline.org or ask in the SCCS office. Many times and locations are available. Directions for navigating the VIRTUS registration site are included in this packet.

Finally, a Volunteer Code of Conduct is also attached. Please read and sign this form and return it to the St. Croix Catholic School Office.

We thank you for making the time and understanding the importance of complying with these policies.

Thank You