IMPORTANT INFORMATION ABOUT YOUR CHILD

Dayton Region XII Volunteer/Employee Child Protection
St. Peter Parish, Our Lady of the Rosary, Holy Cross

As a region we have devoted tremendous energy and resources to the safety of our young members. The Archdiocese of Cincinnati and Dayton Region XII recognizes the need to address child abuse and attempt to protect our children through the *"Decree on Child Protection."* The following are the policies as it pertains to employment or volunteering with our children in Dayton Region XII.

"A volunteer is one who is over the age of eighteen years and has contact with children in <u>any interactive activity</u> in Dayton Region XII." This includes all occasional volunteers. A volunteer may not have contact with children until (a) an acceptable background check through Selection.com is completed with the results being obtained by the Parishes and Schools of Dayton Region XII and (b) they must register on SafeParish™ by going to www.AoCSafeEnvironment.org and register.

To Register

1. Click "Register" on the top right of the home page.
2. Enter the passcode **protectcincy** when prompted.
3. Select the location from the drop down where you are employed or volunteer.
4. Click the role(s) associated with your employment/service at the Region XII parish, or other parish, school, or Archdiocesan institution.
5. Select a sub-role from the drop down to describe your employment/service at this location. If you are active at only this location, this will be your primary location. If you are active at more than one location, click the ADD PARISH/LOCATION button and repeat the steps above. With more than one location, please click the "This is my main/primary location" radio button to indicate where you are employed or, if you are a volunteer, where most of your ministry or service is performed.
6. Complete your personal information. If you had a VIRTUS account use the same personal information in SafeParish™. Please enter your legal name for the purposes of the background screening. There are no credit checks and no soft hits to credit. **The ONLY information which is transferred from VIRTUS to SafeParish™ is your training date and all your background check dates.**

Dayton Region XII
Saint Peter
Holy Cross
Our Lady of the Rosary

6161 Chambersburg Rd
Huber Heights, Ohio
45424
937-233-1503

daytonxii.org

7. Create a username, password and password clue. ie. Office of Safe Environment for the Protection of Children and Youth

8. If information regarding your previous safe environment account can be located, it will be displayed. Click the radio button for the correct choice or choose none of the above if none of the information pertains to you. If your information was found and you clicked the appropriate radio button information regarding your training and background check dates will be transferred into your SafeParish account.

9. **Agree to the Terms of Use and click SUBMIT.**

10. **If you have not previously completed an online background check you will be prompted to submit information for a background screening through SELECTION.com.**

11. **You will be required to acknowledge that you have downloaded and accepted the terms of the Decree.**

12. If you have not previously completed child protection training you will be prompted to view SafeParish: Protecting Children From Sexual Abuse – Archdiocese of Cincinnati. (If you have completed a background check through VIRTUS, no new background check will be required also if you have attended VIRTUS training, no new training will be required) If you have completed the required background checks and child protect training, you will be prompted to click the link to Continue to the Home Page. At this point your registration is complete.

If you need to complete background check requirements or training, you may use the links in your approval checklist to access these requirements.

These steps may be completed all at once or may be completed separately at your convenience. You will receive an automated email weekly to remind you which requirements are outstanding. When all compliance requirements have been completed, your account will be approved, and you will be clear to work/volunteer with youth and vulnerable adults. Should you need any assistance, please contact your local Safe Environment coordinator.

A volunteer or employee will receive weekly informational bulletins that require no response from you. You will be required as part of ongoing training to read and respond to quarterly bulletins by going to www.AoCSafeEnvironment.org. and access your account to get the bulletins. If you do not complete these training bulletins your child protection approval will be suspended and you will be unable to work with children. You will be required to contact the Region Safe Environment Coordinator for the process for reinstatement.

The results of the background check can take approximately one week. Once the results of the background check are received by Dayton Region XII parishes or schools, and you have registered on SafeParish™, you will need to obtain a volunteer badge from the Department of Faith Formation showing you have been approved and then you may volunteer with children. Questions may be directed to St. Peter Church at 937-237-3516.