



**Office for the Protection of Children and Youth**

**Safe Environment Compliance Guidelines Chart, July 2023**

Compliance period: July 1 – June 30

Role	CBC	FP	CANTS 689	PGC & KPA, VAT or HT	MRT & CANTS 22/A	ASB
School volunteers who serve with children	✓		✓	✓	✓	✓

CBC: Name-based criminal background check run by S2Verify through Virtus online as part of the Virtus registration process. Rechecked every three years through Virtus.

Child Abuse & Neglect Tracking Systems (CANTS) 689: Yearly check of the central registry of Department of Children and Family Services.

Virtus Trainings:

PGC: Protecting God’s Children training session. Register and complete within five days of beginning work or volunteering.

KPA: Keeping the Promise Alive. Three-year recertification program done online through Virtus system. Must be completed within five days of assigning.

MRT: Mandated Reporter Training from the State of Illinois training website. Re-certified every three years, including re-signing the Acknowledgement Form (CANTS 22).

ASB: Archdiocesan Standards of Behavior for those working with minors. Read and sign prior to volunteering and re-acknowledged yearly through the Virtus system.

***Safe Environment compliance is a condition of employment and volunteer service and must be met prior to start date. All compliance recordkeeping is to be verified and tracked within the Virtus System Database and reported in the Annual OPCY Audit. (Policy 603.1)***

# Saint Mary School Compliance

## For all new volunteers:

Create a Virtus account - <https://www.virtusonline.org/virtus/>. As you are prompted, please make sure you select Saint Mary School – **NOT** Saint Mary Parish. Once your account is created, you will be prompted to complete the training and the CBC. Remember you are signing up as a **volunteer** for **Saint Mary School**.

Become a Mandated Reporter - <https://mr.dcfstraining.org/> You will need to complete an online training session in order to become a Mandated Reporter. When you complete the training session you will receive a certificate of completion. You will need to give me a copy of that certificate. You can either give me a hard copy or email it to [lgeorgen@stmarybg.org](mailto:lgeorgen@stmarybg.org).

Download the ASB. Sign and print the last page and submit a copy to me – again either a hard copy or email [lgeorgen@stmarybg.org](mailto:lgeorgen@stmarybg.org) is acceptable.

Complete the **two** CANTS forms (CANTS 22 & CANTS 689). I will also need copies of these two forms. They can both be found in your Virtus account. Again, you can either give me a hard copies or email them to [lgeorgen@stmarybg.org](mailto:lgeorgen@stmarybg.org).

Provide two references– all **NEW** volunteers will need to provide two reference. Information for each reference will need to be uploaded into your Virtus account for verification.

## For all existing volunteers:

Please log on to your Virtus account and update any documents that need updating. At a minimum the CANTS form(s) will need to be updated as well as the ASB. You will be prompted for any additional training may have expired.

Thank you for taking the time to become compliant – I know that our mutual goal is to keep all of our children safe. Please remember that you need to have all of your paperwork completed prior to volunteering. If you have any questions, please don't hesitate to reach out [lgeorgen@stmarybg.org](mailto:lgeorgen@stmarybg.org) or 847.459.6270.