

Child Protection Policy Compliance Checklist for Volunteers

Step 1:

Obtain and complete a Volunteer Application, which can be found in the Sacred Heart office or downloaded here: <https://www.sacredheartlaplata.org/child-protection-training.html>. Once completed, submit it to your parish/school Child Protection Coordinator.

Open and create a Virtus account. This can be done at www.virtusonline.org. When you create an account, you will be prompted to select a training session. You must attend a training session within 60 days of creating your account.

Step 2:

Complete a background check by being fingerprinted. This can be done at local law enforcement precincts or at other authorized locations. The cost is normally around \$55. If you need financial aid, please contact the pastor.

- The Charles County Sheriff's Office offers fingerprinting services at their St. Charles Towne Center office in Waldorf. Please see their website for more information: <https://www.ccsso.us/fingerprinting/>.
- You will need to bring the completed Livescan Pre-Registration Application and a form of identification. The Livescan Re-Registration Application can be picked up at the Sacred Heart office or found here: <https://www.sacredheartlaplata.org/child-protection-training.html>.

Step 3:

Attend a Virtus *Protecting God's Children for Adults* training session and return the signed *Policy Acknowledgement Form* to your local coordinator.

- Sign up for a session with your account at www.virtus.org.
- *Protecting God's Children for Adults* must be completed within 60 days of when you created your Virtus account.

**Volunteers must complete the following in order to be in compliance:
application, fingerprinting, and Policy Acknowledgement Form.**

If you have any questions, contact your parish/school coordinator. The coordinator for Sacred Heart is Anna Albrittain, who can be reached at aalbrittain@sacredheartlaplata.org or by calling 301-934-2261.