***The Guide for Being Compliant With the Child Protection Policy***

**Volunteers and Employees**

**Step 1:**

Open and create a Virtus account. This can be done at [www.Virtus.org](http://www.Virtus.org).

Complete appropriate application form. You can also sign up for a Safe Environment training class at this time. Class needs to be taken within 60 days of creating an account.

**Step 2:**

Fill out a Volunteer application with the parish or school Child Protection Coordinator – Mrs. Ripple is the school coordinator.

* You need two forms of identification – one photo id
* Complete and submit the application and ID’s to St. John’s School.

**Step 3**:

Sign up for a Virtus Safe Environment training session if you did not already do it when you made your Virtus account.

* Sessions and registration is done online at [www.adw.org](http://www.adw.org).
* Safe environment training class must be completed within 60 days of signing up.
* When done, return to Mrs. Ripple the Acknowledgement E form and Code of Conduct Form that is in the back of the booklet you received.

**Step 4: Fingerprinting for Employees & Volunteers**

* Mrs. Ripple will provide you with a document with the ADW fingerprinting authorization number once you have taken the training class and your application has been submitted.
* Bring authorization form for fingerprinting to one of the fingerprinting locations along with two forms of identification. Bring a copy of the receipt back to the school office.