

# Attention volunteers!

Archdiocese  
Child Protection  
Requirements

## Background checks, *Called to Protect, Armatus*.... I'm so confused! What do I need to do?



All Cathedral School volunteers must first complete a background check and sexual abuse awareness training as mandated by the Archdiocese of Portland.

### **Before you volunteer with students (even once) you must:**

- Complete a background check
- Attend the training: *Called to Protect for Parents* and *Called to Protect for Ministers*
- Sign the Standards of Conduct for Ministry with Children and Youth

### **If you are a returning volunteer you must:**

- Take the designated

online *Armatus (Called to Protect)* yearly update course: (announced each July)

- *Standards of Conduct for Ministry with Children and Youth* may need to be signed if not signed since 2015-2016 school year
- Renew Your background check every three years

### **If you are driving on a field trip you must also:**

- Complete the Archdiocese of Portland Driver Information Sheet (a new form must be completed each year)

Called to Protect training sessions are scheduled in

August and September each year, and occasionally at other times during the school year. Dates will be listed in the weekly newsletter and posted on the school website.

A schedule of training sessions at other locations throughout the Archdiocese of Portland is available at [www.archdpx.org/child-protection-victim-assistance](http://www.archdpx.org/child-protection-victim-assistance).

To request a background check, for specific instructions on background checks, etc., or to find out if your training and background check are current contact Mrs. Susan Hatley at 503.275.9370 or [shatley@cathedral-or.org](mailto:shatley@cathedral-or.org).

### **How do I find my *Armatus* Userid and password?**

Your user name is the first initial of your first name and your full last name. For example: Teri Smith-Johnson's userid would be *tsmith-johnson*. Your password is the four numerical digits of your birthday, followed by your State abbreviation. For example, if Teri lives in Oregon and her birthday is March 26<sup>th</sup>, her password would be 0326or.

### **How do I sign on to *Armatus*?**

Go to [www.archdpx.org/child-protection-victim-assistance](http://www.archdpx.org/child-protection-victim-assistance) Scroll down to *Armatus Online Training* and click on the link.