

Attention volunteers!

Child Protection
Training
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 June, 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. New volunteers are strongly encouraged to attend a training session as soon as possible.

A schedule of training session at other locations throughout the Archdiocese of Portland is available at 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.

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 26th, her password would be 0326or.

How do I sign on to *Armatus*?
Go to www.archdpx.org/child-protection-victim-assistance
Scroll down to *Armatus Online Training* and click on the link.



Mandatory Training for School Employees and Volunteers 2018-2019

MANDATORY TRAINING MODULES

1. Preventing Sexual Harassment
2. Duty to Report

DATE BOTH TRAINING MODULES AVAILABLE

† July 1, 2018

DEADLINE TO COMPLETE BOTH MODULES

† December 1, 2018

MODULE 1: PREVENTING SEXUAL HARASSMENT

As we have learned in the media over the past 2 years, sexual harassment can happen in any work place and involve people of any age. It can happen in employment situations and when a person is a volunteer.

This year the safety training will inform all clergy, employees and volunteers about:

- † How to recognize different types of harassment
- † How to determine if a situation is or is not sexual harassment
- † How to prevent and respond to sexual harassment

MODULE 2: DUTY TO REPORT

Every year children are abused and neglected in the United States. More than 3 million reports of child abuse are made each year and no one knows for sure how many reports should be made that aren't.

In this course you will learn:

- † Why reporting suspected abuse and neglect is critical
- † What's your legal and moral responsibility to report
- † What types of conduct must be reported
- † How to report suspected abuse and neglect
- † How to respond if a child discloses abuse or neglect to you

DIRECTIONS TO COMPLETE BOTH MODULES

1. Go to www.archdpx.org
2. Click on the Offices tab and select Child Protection/Victim Assistance
3. Click on the Armatus Online Training link
4. Enter your login username and password
5. Click on the Login button
6. Scroll down to the course you wish to complete
7. Choose English or Spanish

If you have questions please contact your parish or school Armatus Administrator.