

Attention volunteers!

Child Protection
Training
Requirements

Background checks, *CASE Training, 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 *Creating a Safe Environment with CASE*
- Sign the *Standards of Conduct for Ministry with Children and Youth*

If you are a returning volunteer you must:

- For 2019-2020 all returning volunteers

must attend a *CASE* training session

- 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)

CASE 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.