

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 2020-2021 all returning volunteers

must take the Armatus online module "*Meet Sam*"

- Renew your background check every three years (the Armatus system will send an automatic email when your current background check expires)

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 sessions 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.