

Initial Child Protection Information

In order to maintain compliance with the Diocesan Child Protection Policy, St. Joseph School requires parents and/or any other school-related volunteers to complete all necessary components.

Step 1:

Take the Initial Child Protection Course – This is an online class, and the instructions are attached. Please have your certificate emailed to office@stjoeolney.com when you complete the course.

Step 2:

Complete paperwork provided by the school office. This may include a volunteer application, state background check, and CANTS form, which is a criminal background check.

*A person is not eligible to volunteer until steps 1 and 2 are complete.

Step 3:

Once a volunteer has taken the initial child protection course, s/he must annually take the Child Protection Refresher course, an online 15 – 30 minute class, which can be taken from any computer with internet access. The information for this class will be available August 1st. To remain compliant, all volunteers must complete the refresher class **by September 30th**. This allows volunteers 2 months to complete the class and provides consistency in record-keeping. Any volunteers who have not completed the refresher course by Sept. 30th will be made inactive and will be unable to act as a school volunteer in any capacity.

Step 4:

Consistently maintain compliance by completing any paperwork provided by the office within 2 weeks.

Because the school maintains a volunteer compliance pool of approximately 150-200 volunteers, it is critical that all volunteers work diligently to complete components in a timely fashion. We appreciate, tremendously, our volunteers who are timely in compliance.