

Attention volunteers!

2015-2016 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 (even once) you must:

- Complete a background check
- Take the online *Armatus* course: *Standards of Conduct for Ministry with Children and Youth*

If you are a new volunteer who will work in the school 4 or more times in the year you must:

- Complete a background check
- Take the online

Armatus course: *Standards of Conduct for Ministry with Children and Youth*

- View the videos: *Called to Protect for Parents* and *Called to Protect for Ministers*

If you are a returning volunteer you must:

- Take the designated online *Armatus* course: (2015-16 course is *Preventing Bullying*)
- Also for 2015-2016, renew the online *Standards of Conduct for Ministry with Children and Youth* course
- Renew your background check every 3 years

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

- Complete the *Archdiocese of Portland Driver Information Sheet* (each year)

Video *Called to Protect* training sessions are scheduled periodically throughout the year at a variety of times. Dates will be listed in the weekly newsletter and posted on the school website. A schedule of training sessions at other locations is available at www.archdpdx.org/cpo.

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

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.archdpdx.org/cpo
Scroll down to *Armatus Online Training* and click on the link.