

A reasonable number of adult chaperones may accompany the teacher and class if needed. On the rare occasion that parents may be asked to drive, they will be required to fill out an insurance form that **must be** cleared through the Diocesan Insurance Office and on file in the school office before the trip. Cars must be equipped with seat belts. **All parents must be VIRTUS trained and fingerprinted.**

In order to volunteer in the school or parish in any capacity with children, you will need to take a Virtus class. Please register at Virtus.org and sign up for a class that fits your schedule. Please make sure that you choose Mater Dei Academy as your primary location.

*Once you have taken the Virtus class, you will need to connect your training record with Mater Dei Academy on the Virtus website and complete additional training and paperwork via the monthly emailed bulletins.

You will also need to be fingerprinted for a background check with the state of Ohio before or after the class. One suggested location is below:

Please have BCI Reports sent to:

Mater Dei Academy
c/o Principal
29840 Euclid Avenue
Wickliffe, OH 44092

Willowick License Bureau

31517 Vine Street

Willowick, OH 44095

Hours of operation: 8:00am – 5:00pm Monday thru Friday

* No Appointment Necessary (prints can only be done 30 minutes prior to closing)

* Cash only and driver's license required

BCI: (Volunteers) \$32.00 code: **3319 39B1**

In order to protect our children, the following policy is in place through the Diocese of Cleveland:

**Policy for the Safety of Children in
Matters of Sexual Abuse, Revised 2016
Diocese of Cleveland
Acknowledgement Form**

I have received and carefully read a copy of this Diocesan Policy.

I understand that I am responsible for complying with the policy as stated.

I further understand that any questions regarding this Policy should be referred to the Diocesan Legal Office.

I also understand that the Diocese of Cleveland reserves the right to change, modify and/or revise any part of this policy at any time.

I participated in the mandatory in-service on the 2016 Revised Policy for the Safety of Children in Matters of Sexual Abuse and the standards of Conduct on (date) _____.

Signature _____

Name (Please print clearly) _____

Parish/Assignment _____

Position (or volunteer activity) _____

Date _____

Please return this acknowledgement form to the parish/agency/organization in which you are working or volunteering.

Standards of Conduct for Ministry, Revised 2016

**Diocese of Cleveland
Acknowledgement Form
Employees and Volunteers**

I have received a printed or electronic copy of the *Standards of Conduct for Ministry (Revised, 2016)*. I have read and understand these *Standards of Conduct* and I agree to abide by them. I understand that a violation of these standards can result in disciplinary action, up to and including termination as an employee or volunteer and/or removal from ministry.

I participated in the mandatory in-service on the 2016 Revised Policy for the Safety of Children in Matters of Sexual Abuse and the standards of Conduct on (date) _____.

Signature _____

Name (Please print clearly) _____

Parish/Assignment _____

Position (or volunteer activity) _____

Date _____

The signed Standard of Conduct for Ministry Acknowledgment Form shall be kept in employee personnel files at the agency/parish/school or in a general volunteer file at the agency/parish/school.



Code of Conduct Diocese of Cleveland

For Priests, Deacons, Pastoral Ministers,
Administrators, Staff, and Volunteers

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children and youth of our (Parish, School, Facility, Diocese).

I will:

- *Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration
- *Avoid situations where I am alone with children and/or youth at Church activities
- *Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth
- *Refuse to accept expensive gifts from children and/or youth without prior written approval from the pastor or administrator
- *Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator
- *Report suspected abuse to the pastor, administrator, or appropriate supervisor and (the local Child Protection Services agency). I understand that failure to report suspected abuse to civil authorities its, according to the law, a misdemeanor.
- *Cooperate fully n any investigation of abuse of children and/or youth

I will not:

- *Smoke or use tobacco products in the presence of children and/or youth
- *Use, possess, or be under the influence of alcohol at any time while volunteering
- *Use, possess, or be under the influence of illegal drugs at any time
- *Pose any health risk to children and/or youth (ie. No fevers or other contagious situations)
- *Strike, spank, shake, or slap children and/or youth
- *Humiliate, ridicule, threaten, or degrade children or youth
- *Touch a child/and or youth in a sexual or other inappropriate manner
- *Use any discipline that frightens or humiliates children and/or youth
- *Use profanity in the presence of children and/or youth

I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth.

Printed Name _____

Signature _____

Date _____

