

Directions on Completing Paperwork for Office of Child Protection and Safety

Volunteers

1. **Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse** (Read policy and complete/sign page 23, the Acknowledgement of Receipt [Attachment E]).
2. **Questionnaire** (Complete six pages and sign the back). This form must be fully completed: provide 5 years of chronological work history in Section III (If unemployed for more than six months during the past five years, indicate the dates of unemployment and write “unemployed”. If retired or a homemaker, please be specific and indicate dates), provide complete answers to Sections IV through VII if applicable (If you have answered “Yes” to any of these questions, please be sure to include an explanation in the spaces provided), provide references and phone numbers for Section VIII, complete all of page 6 with special attention to the location of service and sign Section X.
3. **Catholic Diocese of Arlington – Employee/Volunteer Criminal Background Check Authorization** (Complete and sign waiver).
4. **Virginia Department of Social Services/Child Protective Services Central Registry Release of Information Form** (CPS form must be complete, with personal signature and notary on back). This form must be fully completed: fill in full names (no initials please, if you do not have a middle name please mark NMN on the form); if there are no children please mark N/A on the form; include races and birthdates for each individual listed AND provide 15 years of addresses while listing the actual dates of residence for each address.
5. **Code of Conduct** for Church Personnel in the Diocese of Arlington to be completed and submitted to individual’s Parish/School Office.
6. **Background Check Fee** Please submit a check for \$35 made out to Blessed Sacrament School to process the background check.
7. **Attend Virtus Seminar** (Must pre-register to attend a Virtus seminar online at www.virtus.org using full legal names that correspond to the rest of the OPCYP documents)

All forms should be completed and given directly to Parish/School liaison. Please contact your Parish/School liaison for more information.