



## West Catholic High School

1801 Bristol Avenue NW · Grand Rapids, MI 49504-2705

Phone (616) 233-5900 · Fax (616) 453-4320 · [www.grwestcatholic.org](http://www.grwestcatholic.org)

**Welcome to our Volunteer Team!** The following Volunteer Packet is required to help ensure the safety of our students. Please note that the \*online Virtus Training and turning in the remainder of the paperwork to the school office or to Tory Smith via fax or email must be completed before you can volunteer.

After submission of your completed paperwork, please note that we *may* need you to complete additional background check information. Should this be the case, Tory will email you instructions.

Please feel free to email or call Tory with any questions and again, Welcome! We are blessed with your help and glad that you're joining our fantastic team!

Tory Smith/HR Representative  
616-233-5980  
[tsmith@grdiocese.org](mailto:tsmith@grdiocese.org)

\*The online Virtus training is offered to volunteers only. Should you become a paid staff member, you will have to physically attend a class (no exceptions). To ensure that people are taking the correct class, we ask that any inquires regarding taking Virtus be directed to Tory Smith/HR Representative.



## **Protecting God's Children/Virtus Training Instructions**

For the protection of our students, all volunteers are **required** to complete an online Protecting God's Children Training Session **prior** to volunteering within our school system. Please follow the instructions below:

- Go to: [grdiocese.org](http://grdiocese.org) → **Protecting Gods Children** → **Safe Environment Training** → **Find and register for an upcoming session**
- **Select your organization** → **Grand Rapids, MI (Diocese)**
- Create a User ID (email address) and password - Retain this information. You will need it!
- Enter your personal information
- **As your primary location, select your employer *Catholic Central High School or West Catholic High School***. DO NOT select your parish as your primary location.
- *The next question asks if you work, volunteer or worship in another location, please select No. Should you register to volunteer with your parish, another school, etc., your account should be updated at that time.*
- *Select role: Volunteer Please do not select any other role.*
- Select: **Protecting God's Children for Adults (Online Training)**
- You will receive an email confirming your registration. Click on either link in that email and it will bring you directly to the Virtus website.
- Log in with your User ID and password. Select **GO TO MAIN VIRTUS APPLICATION** button on left side of screen, select **Training** in green area under Toolbox heading.
- Select the Protecting God's Children Online Awareness Session and begin your training.
- Confirmation that you've completed the course will be send directly to HR. You do not need to provide proof.
- You may receive notification that a National Background Check must be completed to prior to volunteering.

Thank you for your service to our community!

Please note that should you move to another role within the school or the Catholic community, you may be required to attend the Protecting God's Children course.

**GRAND RAPIDS CATHOLIC SECONDARY SCHOOLS**

**VOLUNTEER CONTACT INFORMATION**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Please indicate what type: Work – Cell - Other

Alt phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Please indicate what type: Work – Cell – Other

Email Address: \_\_\_\_\_

**Person to Notify in Case of Emergency:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Please indicate what type: Work – Cell - Other

Alt phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Please indicate what type: Work – Cell – Other

**Please note any special instructions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE CONTACT THE SCHOOL IF ANY INFORMATION ABOVE CHANGES!**



## BACKGROUND CHECKS FOR VOLUNTEERS AND EMPLOYEES

In all ministries and programs, we are committed to assure a safe place for our children and young people, and others who may be at risk due to infirmity or disability. Accordingly, the Diocese of Grand Rapids has mandated that criminal history checks be conducted on all employees and volunteers who have regular contact with children or young people [Ref. Diocesan Policy on Sexual Abuse of Minors, Section VI, Article D.] Criminal background checks may also be conducted on employees and volunteers who regularly work with at risk adults. Other background checks such as driving records may be conducted on select employees or volunteers where their positions include responsibilities operating vehicles.

In conducting background checks, we will comply with all state requirements, and the federal Fair Credit Reporting Act (FCRA).

**Please Note:**

- According to the FCRA, we must have your written authorization to conduct a background check. Please give your authorization by completing and signing the *Background Check Authorization Form* we provide.
- On the authorization form, each background check we will be conducting will be indicated by an initialed box. If no box has been initialed, ask your background checks administrator to do so before you sign the form.
- If you do not sign the form and provide all required information, we will not be able to conduct the background check, and we will not be able to place or retain you in a volunteer or employment position.

**Be Assured:**

- We will conduct only the background checks that are initialed on the form.
- Your information will be held and processed in accordance with strict standards of confidentiality. We will do everything possible to prevent identity theft, and protect your privacy.
- The information you provide will be used only for legitimate employment or volunteer placement purposes, and will not be sold or distributed for other reasons.
- If we find any records or references that might influence a decision to not place or retain you, you will receive all proper notices as required by the FCRA. You will also be able to obtain a copy of the record or other documentation we receive, and contact information for the reporting agency that provided the report. You will have an opportunity to correct any inaccuracies or discrepancies in the report.
- You may request a copy of the *Summary of Your Rights Under the Fair Credit Reporting Act*, prepared by the U.S. Federal Trade Commission, from your background checks administrator. You will receive a copy of the summary of rights if we notify you that we have found a negative report that might cause us to not place or retain you.

Thank you for your cooperation in this important program that will help ensure the safety of those we are committed to protect, and promote greater trust and confidence in our ministries and programs among parents, caretakers, and all others we strive to serve.



## BACKGROUND CHECK AUTHORIZATION FORM FOR VOLUNTEERS AND EMPLOYEES

Parish/School/Organization: \_\_\_\_\_

Name

City

*Administrator: Initial box(es) to indicate which background check(s) may be conducted with authorization:*

Criminal

Driving

**Please complete, sign and date this form, and return it to the designated administrator for background checks at your organization.**

### Required Information

Full Name		Race/Ethnic Group <sup>1</sup>	Gender <sup>1</sup> (M/F)	Date of Birth <sup>1</sup> (Mo/Day/Yr)	
Address		City	State	Zip	
Known by Other Name(s)		Email Address			
Number of Years in Michigan	Previous residence within or outside of Michigan:				
	a.	Street	City	State	Zip County
	b.	Street	City	State	Zip County

Volunteer Position or Job Title Held or Sought with Diocese or Affiliate Organization: \_\_\_\_\_

Have you lived outside of Michigan since your 18th birthday?

Yes

No

### Authorization

*I understand that investigative inquiries into my background are to be made to assess my suitability for employment or volunteer placement. By signing below, I authorize the Diocese of Grand Rapids or its affiliate organizations or representatives to verify any of the information I have provided, and conduct a check of records and/or references with the appropriate individuals and/or organizations. I authorize any of them to release such information as the Diocese of Grand Rapids or its affiliate organizations require, without any obligation to give me written notice of such disclosure. I hereby release the Diocese or its affiliate organizations or representatives from any liability whatsoever as a result of inquiries or disclosures related to my background or character. Further, I will allow a photocopy of this authorization to be as valid as the original for purposes of conducting background investigations.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<sup>1</sup> Race/Ethnic Group, gender, and date of birth are requested only for purposes of accurate identification and will not be used to discriminate or violate privacy.



# Standards of Ministerial Behavior in Dealing with Children & Young People

*We the clergy, women and men religious, seminarians, staff and volunteers of the Diocese of Grand Rapids who have regular contact with children and young people pledge that we will maintain an open and trustworthy relationship with them free of behavior which is sexual in nature.*

## General Guidelines

- 1.1 Children and young people deserve the Church's highest standard of care. Since adults hold positions of power, we will set appropriate boundaries to assure a safe place for our children and young people in all Church ministries and programs.
- 1.2 We will witness in these and all our relationships the chastity appropriate to our state in life, whether celibate, single or married.
- 1.3 We recognize that needs for affection and intimacy must be addressed outside our work with children and young people.
- 1.4 Recognizing that physical contact with a minor may on occasion be appropriate and in some instances unavoidable, we acknowledge that it can also be misconstrued. It should occur in our work with minors (a) only when completely nonsexual and (b) never in private. In addition, we will not engage in speech, gesture or other behavior which may be construed as seductive or sexually suggestive to a minor.
- 1.5 When working with minors, we know that a team approach is best. We will, to the extent possible, avoid being alone with a minor, including transportation.
- 1.6 We will be accountable to a spiritual director, superior, colleague, spouse or peer to ensure we maintain proper boundaries in our relationships with minors and openly discuss threats perceived to those boundaries by ourselves, a minor or others.
- 1.7 We will educate ourselves concerning the signs of abuse and neglect of minors and take appropriate and requisite action when such signs are recognized. We acknowledge the State of Michigan's *Child Protection Law* in that regard, as well as the Diocese's *Policy on the Sexual Abuse of Minors*, and pledge our support of them.

1.8 Where other civil laws, diocesan policies, and/or codes of ethics govern particular aspects of our relationships with minors, we agree to comply implicitly with them in all respects.

### **Particular Guidelines**

2.1 Priests, unmarried deacons, religious and seminarians will not allow an unrelated minor to stay overnight in their private accommodations or residences unless the minor's parent or guardian is present. Married deacons, staff and volunteers will not share overnight accommodations with an unrelated minor if no other adult is present.

2.2 We will not meet with an unrelated minor in private absent exceptional circumstances. We will not do so, if at all possible, without notifying a superior or colleague in advance. When such a meeting occurs without such notice, we will promptly notify a superior or colleague in writing of the event, the circumstances giving rise to it and what occurred.

2.3 When we meet with an unrelated minor in a public place, but are alone with her or him, we will take the steps necessary to see that the meeting is readily observable to others, both visually and audibly unless confidentiality of the oral communication is necessary in the interest of the minor, in which case we will take additional precautions to assure that the meeting will be within the sight of other adults.

2.4 If a minor is sexually suggestive in speech or behavior, we will inform him or her that such conduct is unacceptable and, when appropriate, take other remedial action to prevent harm to the minor and scandal to others.

2.5 If a minor discloses information about a sexual issue or concern involving a parent, guardian or household member, we will ascertain whether reporting is required (see 1.7, *ante*) or appropriate, putting the minor's health and safety first, and having due regard for a request for confidentiality and/or anonymity by the minor. We will consult with an appropriate professional to determine a proper response.

2.6 Apart from the limited circumstance referenced in 2.5, we encourage parents and guardians to inquire about their children's welfare and our relationship with them. If we become aware of a danger to the health or safety of a young person, we will promptly advise the parent or guardian of our concern.

2.7 We will never provide alcohol, tobacco, illegal drugs, pornography or other inappropriate material to a child or young person. We will never use or be under the influence of alcohol or illegal drugs while in ministry to them. We will not encourage, create, acquire, possess, or distribute images or visual representations of any minor(s) that constitutes child pornography as defined by Michigan law, MCL 750.145c.

2.8 We will follow diocesan policies for screening, supervising and evaluating persons who work with children and young people on a regular basis, and make certain such persons sign on to these guidelines and agree to

follow them.

2.9 We will not provide pastoral counseling, spiritual direction, psychological or other mental health services to a minor or young person unless we are qualified to do so. If we do, we will maintain a log showing the time and place of each session and include minimal information of the content. We will not audiotape or videotape such sessions, and will use the information obtained from them only in educational, homiletic or other professional settings, and only after taking effective means to safeguard the minor's identity and confidential disclosures.

***These guidelines, both general and particular, do not address or govern the Sacrament of Reconciliation. Under no circumstances shall there be disclosure, directly or indirectly, of information received in the confessional except as provided by Canon Law.***

In implementing these guidelines, we are mindful that they provide a basic structure which seeks to protect children and youth from neglect and sexual abuse, but that no framework can address all the situations which may arise in our work. We believe that human sexuality, our own as well as that of the young people we seek to serve, is a gift inherent in our creation in the image and likeness of our God. We pledge to honor both the spirit and the letter of these standards in light of this belief.

**By signing below, I acknowledge I have read the above information along with the USCCB Charter for the Protection of Children & Young People and Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons.**

**Name** \_\_\_\_\_

**Organization**      West Catholic High School

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_