



It's about the children!

Dear Holy Cross Academy Parent Volunteer,

Welcome and thank you for accepting the opportunity to volunteer here at Holy Cross Academy. Your volunteer service will further the mission of our school. The head of your ministry is Deena Lanier. She can be reached at dlanier@holycrossweb.com.

Our parish takes seriously the Lord's mandate to "Let the children come to me, and do not hinder them; for to such belongs the kingdom of heaven: in Matthew 19:12. We are committed to creating a safe environment which begins by ensuring that those volunteers with substantial contact with minors are compliant with the child protection policies of the Diocese of Arlington. Your volunteer service is subject to successfully completing the online Office for the Protection of Children and Young People (OPCYP) application, background check and VIRTUS: Protecting God's Children safe environment training within 45 days of submitting the online application – instructions will follow.

Additionally, all volunteers are prohibited from performing, teaching or advocating any practices or doctrines that are inconsistent with religious tenets of the Catholic faith. For Catholic volunteers, conformance with religious tenets of the Catholic faith is a condition of service.

Prior to your first day of service, the OPCYP background check online application must be completed. Instructions on how to complete the application process in the most efficient manner are provided on the final pages of this document. In order to complete the application, you will need the following information:

Location: **Holy Cross Academy**

Position Title: **Volunteer**

Thank you again for generously offering time and talent to our school. I look forward to working with you.

In Christo,

Stephen Fry, Ed. D.
Principal

National Blue Ribbon School



HOLY CROSS ACADEMY
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ADULT VOLUNTEER COMPLIANCE CHECKLIST

Child Protection Liaison: Deena Lanier

Liaison Email: dlanier@holycrossweb.com

Liaison Contact Number: (540) 286-1600

Volunteers use this checklist to avoid delays in volunteering. Use your full legal name throughout the entire process. If you have any questions, contact your Liaison.

The following sections are to be completed to volunteer at your parish or school and in the order presented.



1. ONLINE BACKGROUND CHECK APPLICATION

- New Volunteers who will be working with children, chaperoning, or overseeing youth will need to complete the background check application.
- The Child Protection Liaison will provide the volunteer with the link for the application and *Instruction Sheet*.
- Before starting your background check application, ensure you have the required information listed in the *Instruction Sheet*.
- It is recommended that the background check application be completed on a laptop or desktop.
- The estimated time to complete the background check application is about 20-30 minutes.
- If you receive an error message when creating your account that states: "You Social Security Number is already in Use", this means you have previously filled out background check forms for the Diocese in the past. You will need to reactivate your compliance account. Notify your Child Protection Liaison for further instruction on retaining your User ID.

2. DOCUSIGN-ELECTRONICALLY SIGN FORMS

- Now that you've completed your online background check application the information will be entered into various forms. The forms will be signed electronically using DocuSign.
- Documents are bundled into an electronic envelope. You will receive an email notification to your specified email address. If you notice an error or missing information, "decline" your forms. After declining your forms, you may log back into your background check application and update your information. A new DocuSign email will be sent to you for your review and signature.

Forms to Review & Sign Electronically

- CPS Central Registry Form: This form cannot be signed electronically. It is to be signed in front of a notary public. Do not sign the form before appearing before the notary. This form may be printed by the volunteer (if no errors) or by your liaison. Do not print the form until your liaison approves your DocuSign forms. Completed CPS forms should be returned to the Liaison.
- Criminal Background Check Authorization Waiver- sign electronically
- Questionnaire-sign electronically
- Acknowledgement of the Policy- sign electronically
- Acknowledgement of the Code of Conduct-sign electronically
- After you have submitted your signed forms electronically, your Liaison will review and approve/decline forms.

3. VIRTUS TRAINING FOR ADULTS: 45-DAY GRACE PERIOD

- Individuals must complete the background application first, before registering for Training.
- To register for a session, visit www.virtus.org. Individuals only need to attend one time.

Office for the Protection of Children and Young People

Background Check Application Instructions

The *Office for the Protection of Children and Young People* (OPCYP) would like to welcome you as a new volunteer to the Diocese of Arlington. The Diocese requires that all employees and volunteer, prior to beginning their employment or service, complete the OPCYP Background Check Application. Your continued employment or service is conditioned upon passing all background checks. The application process is electronic and should take you approximately 25 minutes to complete.

In an effort to assist you and ensure this is a quick process, please use the checklist under “**Information Needed**” to gather the following information prior to beginning the application process. Should you need to delay or stop the application process, you may save your information and return to it at a later date or time.

STOP! COLLECT THE FOLLOWING INFO PRIOR TO BEGINNING

Information Needed:

- Social Security or ITEN number (For all employees and those who have been issued either one – refusal to provide it could disqualify you from volunteering).
- Your addresses for the last 15 years of residence
- Your contact information for the last 5 years of employment (If you have worked for the same company for the past five years, please provide at least one other employer if possible)
- Criminal history information (i.e., charges/convictions, jurisdiction, approximate date)
- The Location and Position Title indicated in your Welcome Letter

CONTINUE

Instructions to Complete the Application

Step 1: Go to the Diocese of Arlington Child Protection landing page:

<https://www.arlingtondiocese.org/Child-Protection/>

or use the following URL to log into the OPCYP Background Check Application site:

https://secure4.arlingtondiocese.org/OPCYP_Application/

Step 2: If you are a new user, choose “Create Account.” If you have logged in before, please use your Username and Password. If you have forgotten it, please input your email address and reset your password.

Step 3: Use your **legal name** and the information provided in your offer letter when selecting your location and position.

Step 4: Provide all the information requested and answer the questions as thoroughly as possible.

Office for the Protection of Children and Young People

Background Check Application Instructions

Step 5: Once you have completed the application, press the red Finish button. You will then be sent to a DocuSign site to review the information you provided which has been preloaded into the Diocesan forms.

STOP! PLEASE READ INSTRUCTIONS BEFORE CONTINUING

Review of Forms Process

The information that was collected during the application process has now been loaded into the Diocesan and State of Virginia forms. Please,

- Review the forms for accuracy
- Provide your electronic signature authorizing the Diocese
- Provide your electronic signature that states that you have received or read the documents
- Complete the process by clicking finish once you have reviewed and signed the documents
- Print or save an electronic copy of the full Child Protection Policy and Code of Conduct for your information.

Next Steps

Now that you have completed the application process, this is what you should expect:

- The OPCYP Liaison will be contacting you shortly to invite you to meet, sign and notarize the CPS form at the location. Please work with them to set-up a mutual time to complete the process.
- The OPCYP Liaison will be reviewing your paperwork to ensure all the information has been correctly entered. If there is a question or an issue with your paperwork an email will be sent with instructions explaining the issue(s) and the next steps.
- Please keep your Username and Password in a safe place. It is the key to access your OPCYP portal.

Nota Bene

The Diocese of Arlington is committed to ensuring the privacy and security of your information. It does not sell or share its information with outside vendors. To this end, regular electronic audits are conducted on our systems to provide you with the utmost confidence that your information is being securely stored and used appropriately.

Welcome to the Diocese of Arlington!

Thank you for your cooperation in this process. The Diocese not only desires to protect our youth but also your reputation and employment. Congratulations on your new position.