

Safe Environment Compliance and Workshop Schedule

Thank you for choosing to become involved in ministry with St. Richard Parish!

In order to ensure the safety of all children, the Archdiocesan requirements for its Safe Environment Program must be met. There are three requirements: 1) to attend a workshop; 2) read and sign a Code of Ethics; and 3) complete and return the Family Care Safety Registry form to the parish office so that a background check can be run.

The steps outlined below will assist you in registering for a workshop.

- 1) Visit the [Virtus Online](#) website.
- 2) Scroll down the page to find the date and time for a workshop that you want to attend, than scroll back up to the top of the page.
- 3) Click on link at top of page called [Start Registration](#).
- 4) You will need to create a user ID and Password that you can remember. Many people use their email address as their user ID.
- 5) Please enter your full name address and phone number. And continue on to each page of the registration process.
- 6) Virtus will ask you to enter the Primary Location where you will be volunteering. Please enter St. Richard as your primary, Or, you may enter your home Parish where you are registered as a parishioner – There will be a drop down list of all parishes for you to choose from.
- 7) Virtus will ask if there are any secondary locations you need to enter. If St. Richard is NOT your home Parish you may enter St. Richard as your secondary location.
- 8) Virtus will also ask for a title you have with the diocese. For example please enter “St. Vincent DePaul Volunteer” or “Soccer Coach”.
- 9) Soon you should be on page with a link for the Code of Ethics. Please download and Read the entire code (you might want to print it off). Then go back and click on the link that says “I have downloaded and read the code of ethics and agree to the requirements” **This is where the second document comes in** Please sign the hard copy signature page of the Code of Ethics and send it to the parish along with the FCSR form you have completed.
- 10) Now Virtus will ask “Have you already attended a Virtus Protecting God’s Children Session (workshop) Please enter NO. Now the workshop list will come back (you looked at this at the very beginning). You can click on the circle to the left side of the screen of the Workshop location you wish to attend.

REMEMBER if you have been to a workshop in the past and are presently in the database you do not have to follow the process listed above. **Please note: If your name does not appear in the Archdiocese database, you have not taken a workshop. The only way your name appears in the database is when your attendance at a workshop has been verified and your name is entered in the database at the SEP office.**

Background Check Process

Please complete the Missouri Department of Health and Senior Services, Family Care Safety Registry, Worker Registration form which is the second document that was given to you in addition to this one. Please return the FCSR Worker Registration form to the rectory. The parish is responsible for running the back ground check and for paying the fee. You can stop by the rectory office during regular hours of Monday to Thursday 8 am to 4 pm or on Friday 8 am to

noon. After hours please feel free to drop it in mail box next to the rectory front door or mail it to St. Richard Parish, 11223 Schuetz Road, St. Louis, MO 63146.

NOTE: When a volunteer attends a PGC Virtus workshop they have to complete a sign in sheet. This is NOT the registration form for the Family Care Safety Registry. The FCSR form has to be completed by the volunteer and sent to the rectory. The responsibility of the FCSR background check falls to the Parish Child Safety Coordinators.

If you have any questions, please contact either Christine or Jennifer at 314-432-6224.