

Diocese of Paterson
Local Child and Youth Protection Coordinator for *PARISHES*

1. Maintain your Parish's Virtus Database

- a. **Who should be on the list?** Only those Employees and Volunteers (not paid) who have REGULAR contact with children and/or minors. You want to be sure you have all the names that should be on your report. As an example, check with the Director of Religious Education ... are **all** their teachers on the report? Are there names of people who are no longer volunteering? Are you missing names of people who should be on the list? Who is Active, and who is no longer active? Not sure, ASK Eric or Joanne.

- b. **What types of ministries should I check?** **ANY** ministry in the Parish that involves interacting with children, i.e., Children's Choir, CCD/ Religious Education, After School Youth Groups are just a few. If you're not sure, ASK Eric or Joanne

- c. **How often do I check?** A minimum of four times a year, but ideally, once per month. Often people sign up for a Virtus training class, and you may not be aware.

- d. **What should I be checking for?** Each person who has regular contact with children and/or minors is required by the USCCB and our Diocesan policy to have three documents. An [Online Background Check](#), an acknowledgement of our [Pastoral Code of Conduct](#), and the basic [Virtus training class of "Protecting God's Children"](#).

- e. **Are there any time limitations for these documents?** Yes. A Background Check and the Code of Conduct cannot be more than **5 years old**. **THIS IS A NEW POLICY**. The person then goes online to the Virtus website, signs in and they will see they need to update the information. If the person does not remember their UserID and Password, contact Joanne or Eric and it will be provided for them.

- f. **Do I need to keep paper files?** Any person who is currently active in your Parish, and you have paper files on them, **MUST** be kept. Since 2017, we have been using the newer Virtus database and when a person does the background check and code online, it is kept there indefinitely. This satisfies our obligation with the auditors. For more details on how long to keep paper files, please refer to our online policy and procedure found at: <https://chancery.rcdop.org/child-protection>

- g. How do I run a Master Report?** Sign onto Virtus with your UserID and Password, click on Administrator tab. Under Quick Links, select New Master Report (2021) ... location is your Parish, All Roles, All Profiles, All Training Status. Under User Fields select: Last, First, Account Status, Primary Location, All locations, All Roles. Background Checks – Combine all, Required Documents – Combine all, Training – Protecting God’s Children for Adults ... Show users who were active from 7-1-20 to Present day.

2. Review the Chancery Webpage

- a. Familiarize yourself with our Child Protection Webpage:**
<https://chancery.rcdop.org/child-protection> --It includes Safe Environment Policy, Code of Conduct, Social Media Policy, Record Retention, Confidentiality Agreement, etc. For Religious Education, there are instructions, lessons and other documents pertaining to “Empowering God’s Children”.

3. Read and Sign the Confidentiality Agreement

- a.** A signed copy for each Local Child and Youth Protection Coordinator must be on file at your office and with the Director of Child and Youth Protection. You can access that by visiting the Child Protection Webpage.