

KEEPING OUR PROMISE TO PROTECT

Child and Youth Protection



Dear Employee:

The Diocese of Kansas City-St. Joseph is committed to providing a safe environment for children, youth, and vulnerable adults. As a part of this commitment to safety, all employees must comply with safe environment program requirements **prior to the start of employment.**

The following must be completed prior to your first day of work:

1. An active VIRTUS® account in our diocese in which the following items are to be documented
2. Reading and acknowledging commitment to the Diocesan Code of Conduct – *Ethics and Integrity in Ministry* (EIM) *Code of Conduct Policy*
3. Pre-registration for attendance at a VIRTUS® *Protecting God’s Children for Adults* workshop
 - a. You must attend the workshop within 30 days of hire if you are a school employee, a Director of Religious Education (or similar role), or a Youth Minister
 - b. You must attend the workshop within 60 days of hire if you are an employee not listed in “3a” above.
4. Providing consent for an employee background check with service contingent upon screening results

Special Note: If you have previously attended a *Protecting God’s Children for Adults* workshop in our diocese or another diocese, you do NOT need to establish a new VIRTUS® account. Please email ocyp@diocesekcsj.org to request assistance.

INSTRUCTIONS FOR EMPLOYEES WITH NO VIRTUS® ACCOUNT:

Please follow these steps to establish your VIRTUS® account and meet our safe environment program requirements. **Please use a laptop or PC as the process is not fully supported by using a smart phone or tablet such as an iPad.** We recommend that you allow 30-40 minutes to complete this process.

1. Go to www.virtus.org and click on “First-Time Registrant” on the left side of the page.
2. Click on the green arrow for “Begin the registration process.”
3. Click on the down arrow to find “Kansas City-St. Joseph,” highlight it, and click “Select.”
4. Follow the instructions to create your user ID and password and continue the registration process.
5. Read and acknowledge your commitment to the EIM.
6. Pre-register to attend a *Protecting God’s Children for Adults* workshop. (You will be able to review a list of available workshops and select the one that is most convenient for you to attend.)
7. Enter your data and provide your consent for a background screening.

INSTRUCTIONS FOR EMPLOYEES WITH AN ACTIVE VIRTUS® ACCOUNT:

Since you have already attended a *Protecting God’s Children for Adults* workshop and have an active VIRTUS® account, please ensure you have also completed the following:

1. Reading and acknowledging commitment to the EIM (documented in VIRTUS®)
2. Providing consent to a background screening every 5 years (documented in VIRTUS®)

Please use a laptop or PC as the process is not fully supported by using a smart phone or tablet such as an iPad. See specific steps on next page to complete these requirements.

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Ethics and Integrity in Ministry (EIM) Code of Conduct Policy

1. Log in to your account at www.virtus.org.
2. Click on your “Toolbox” tab.
3. Click on the link for “Ethics and Integrity in Ministry (EIM) Code of Conduct Policy”
4. Please allow 10-15 minutes for completion.

Background Screening

1. Log in to your account at www.virtus.org.
2. Click on your “Toolbox” tab.
3. Click on the link for “Background Check” to get started.
4. Please allow 5-10 minutes to enter your data and provide your online consent.

Forgotten Password

1. Go to www.virtus.org.
2. Click on the red link on the left side of the page, “Need login information?”
3. This will allow you to provide information so that the national VIRTUS® office can assist you.

Thank you for being a part of our safety net of protection for children, youth, and vulnerable adults! Questions may be referred to ocyp@diocesekcsj.org.

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