

PROMISE TO PROTECT



PLEDGE TO HEAL

IN THE



CATHOLIC DIOCESE OF LANSING

SEPTEMBER

SAFE ENVIRONMENT NEWSLETTER

FROM THE

OFFICE OF CHILD AND YOUTH PROTECTION



CATHOLIC DIOCESE OF LANSING

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Welcome Back to another school year and parish year! Like years past, our buildings will be filled with returning staff, and volunteers as well as new staff and volunteers. Please let me know if I can help make some of these transitions go smoothly for you.

Please make certain that **ALL** parish and school employees have taken a **live** VIRTUS session. If a live session was not available during the summer months and an online was taken, please be diligent to watch for a live session at <https://www.dioceseoflansing.org/human-resources/protecting-gods-children-awareness-sessions>.

Helpful Reminders. ALL volunteers who are working in any capacity with minors are required to take VIRTUS training and have a Background Check completed **BEFORE** they volunteer.

- Any volunteer living in Michigan less than 10 consecutive years will need to have a nationwide background check.
- Any volunteer living in Michigan 10 consecutive years or longer will need an iCHAT background check.

The **Peer Audit Training** team has been working with parishes this summer on how to make certain each location is 100% compliant and each location's VIRTUS database is current and manageable. We are receiving very positive feedback on our efforts.

Once a VIRTUS account is created, **individuals will have 5 days to complete the online training**. If the training is not completed within 5 days, the incomplete account and training will be deleted and they will need to begin again with creating a new account and begin the training again. There is a message for new users at the beginning of the registration and also on the Online Instructions posted on the DOL website.

By doing this, you should no longer have a grown list of incomplete accounts and you will no longer see pending accounts that are from years ago. Your individual list becomes more current and your VIRTUS database becomes more manageable. Over the last six months, I have been slowly cleaning these incomplete accounts up as some date back to the early 2000s.

Over the years the VIRTUS database has grown to hundreds and hundreds of accounts that were created and then abandoned one reason or another (creating an account and never starting the training or starting the training and never completing it).

A VIRTUS DATABASE training. If you are responsible for the VIRTUS database; making sure employees and volunteers are trained and background checked and would like additional training on what needs to be documented in the VIRTUS database for your location, we are having a session this Tuesday 9/17 . Sign up here. More sessions are coming soon.

<https://app.smartsheet.com/b/form/a90dc80d842146cf8ddad32ae7c0f134>