

## **VIRTUS: Background Checks and Safe Environment Class Required prior to volunteering at Our Lady of Fatima Parish School**

The Archdiocese of Seattle requires that **ALL** school volunteers (including parents and stepparents, guardians, grandparents, nannies, au pairs, etc.) complete a background check AND attend a Safe Environment training class within 30 days of submitting their background check in order to volunteer at school in any capacity (including volunteering at school, driving on field trips, or working at events). If you don't know when you last had a background check, please contact Lisa Smith (lsmith@olfatima.org), Administrative Assistant in the parish office.

Background checks are submitted via the [Virtus](#) website, which is used by archdioceses throughout the country. To create your account, please click on "First time Registrant," then click on "Begin the registration process." Under organization, select "Seattle, WA (Archdiocese)," then create your username and password. Registrants will be asked to verify if they have taken a Safe Environment class, and if not, will be required to register for the course entitled "Protecting God's Children for Adults." If you have previously taken the class, you can check the box to that effect and list the date you took it. If you don't know when you attended, please contact Lisa Smith, and she can look it up for you.

If you have not taken the Safe Environment class, you need to attend one within 30 days of submitting your background check. To register for the class, click on the "Training" tab at the top, click "Live Training" at the left, and then click "Pre-register for an upcoming live training in your area." Scroll through the list of classes until you find an in-person class that works with your schedule and register for it. Classes are regularly offered year-round at parishes throughout the archdiocese, or there is an online class available (found at the very bottom of the class list, available in English or Spanish). Volunteers need to attend the Safe Environment class only once (requirements may differ for CYO coaches).

Once registered on the site, Virtus will notify volunteers via email when they are due for a background check renewal and online Safe Environment refresher training – both are required every three years.

Background checks and Safe Environment credentials are tracked by the parish office. You do NOT need to submit course completion certificates to the school office.

Questions about Virtus or Safe Environment? Please contact Lisa Smith, Administrative Assistant in our parish office.

**PLEASE NOTE: The archdiocese recommends accessing Virtus only via a computer, not via your mobile phone.**