

# **SJMS – VOLUNTEER REQUIREMENTS**

## **BACKGROUND CHECKS and PROTECTING OUR CHILDREN**

Beginning in January, 2008, all SJMS volunteers who have care, custody or control of students must undergo a Bureau of Criminal Investigation criminal background check and must provide proof of completion of a sexual abuse awareness and prevention workshop. This includes volunteer drivers for field trips and other functions.

### **1. BACKGROUND CHECKS (BCI)**

All volunteer drivers and volunteers who supervise children at SJMS are required to be fingerprinted for a Bureau of Criminal Investigation (BCI) background check. BCI checks are required for many businesses and volunteer organizations.

Volunteers who have been fingerprinted for another organization during the previous year can have the results forwarded to SJMS.

You can be fingerprinted at over 450 WebCheck locations in law enforcement agencies across Ohio. For a complete list of WebCheck locations, visit the attorney general's website at: [www.ohioattorneygeneral.gov/Services/Business/WebCheck](http://www.ohioattorneygeneral.gov/Services/Business/WebCheck) or you can call (877) 224-0043.

When you have your fingerprinting done, be sure to:

- 1) identify "care and custody of children" as the reason, and
- 2) designate "Head of School, St. Joseph Montessori School" as the recipient.

### **2. PROTECTING OUR CHILDREN**

"Protecting God's Children" is a free 2-3 hour volunteer-training workshop offered by the Catholic Church at various convenient times and locations. (Similar workshops offered by other organizations may also qualify: see the FAQs.) Many parents have expressed interest in SJMS holding a session of "Protecting God's Children" here at the school; we are looking into this option and will alert the community if/when this opportunity becomes available. In order to schedule your training, please go to [www.virtus.org](http://www.virtus.org).

- select the "registration" button
- select the "Columbus, OH (Diocese)" location
- follow the instructions to register for SJMS

Please bring your certificate of completion to the SJMS office after you've attended. If you have already completed the Protecting God's Children workshop for your church or other organization, there's no need to take it over again. Just bring documentation to the school office.