

TO: ALL PARENTS
RE: CHILD PROTECTION POLICY
FROM: SR. MARGARET
DATE: JULY 2016

Child Protection Policy

The Archdiocese of Mobile Policy for the Protection of Children and Adolescents requires that ALL EMPLOYEES and those VOLUNTEERS who have substantial contact with children, participate in an annual education program on child abuse. Included in this requirement are **coaches, PTO volunteers, room parents, library/classroom volunteers, field trip volunteers**. All teachers and catechists must attend classes every year. Training and retraining must be done yearly. You may not go on a field trip without this training.

New staff and new volunteers are required to attend classes for the initial training. Once trained, staff and volunteers may take the annual retraining on line. Log on to www.mobilearchdiocese.org. The training material will be found on the Office of Child Protection page. There you will find instructions for retraining. There will be three single-paged documents for trainees to read. After reading the articles, you can take a six question quiz on the documents. You will get immediate feedback as to whether or not you pass the quiz. If you pass, this will be registered at the Office of Child Protection. If you do not pass, you can either review the material and take the quiz again immediately or take it later.

You are trained if you ever filled out paperwork for a background check. If you are a trained volunteer, please take the online training. If you do not have a computer, you are welcome to use one at school. We will help you. I will offer training classes in August 2016. Dates will be announced at the beginning of school.

To verify that you have received this information, please complete the following check list as it applies to you and return it to me by Wednesday, August 17, 2016.

Name _____

_____ I am a new volunteer and need the initial training session.

_____ I need the retraining, but do not have access to a computer.

_____ I will do the retraining online.