

PROCEDURES FOR VOLUNTEERS

All volunteers shall fill out the forms listed below before they are allowed to volunteer in any Belleville diocesan school/parish. A volunteer means anyone who works with children such as teacher aides, cafeteria workers, mini-course instructors, playground supervisors, coaches, library workers, secretaries, secretarial help, crossing guards, room mothers/fathers, vacation bible school workers, field trip drivers, chaperones, etc.

Initial Child Protection Class

Each Volunteer is required to take this class one time.

Refresher Course Yearly After Initial

Online refresher course is given yearly.

Volunteer Application Form

This form should be filled out once by anyone who works with children. Copies of this are available from the Office of Education and the form may be duplicated. This form is retained in the local school files.

Child Abuse and Neglect tracking System (CANTS) Form

This form is to be completed by all volunteers. The form must be signed and include the name of the school/parish. The form should be mailed to the address listed on the form. When the approved form is returned to our office a copy will be forwarded to the appropriate school. Copies of this form are available from the Office of Education and the form may be duplicated. This form is retained in the local school files.

Volunteer/Visitor School Sign-in

All volunteers and visitors to the school must sign-in. This includes delivery people, mail persons, visitors, parents, etc.