

CHILD PROTECTION PACKET

for

Volunteers and Chaperones

Volunteers and chaperones for St. Theresa/St. John School are invaluable to our school. All room mothers/fathers, field trip chaperones, and anyone who has the potential to be alone with a child, are mandated by the Diocese to complete all the requirements listed below.

Volunteers who only work Home and School sponsored events such as concession day, hearing screening, etc. or anyone who attends holiday parties need only complete #2 and #3 below.

1. LA STATE POLICE BACKGROUND CHECK WITH FINGERPRINTS

Background check and fingerprinting can only be completed at the State Police Headquarters on Independence Blvd in Baton Rouge at this time. They do **NOT** accept personal checks or CASH, therefore you will need to bring a **\$26 Money Order** for the background check and a separate **\$10 Money Order** for the fingerprints. Both money orders should be made out to **DEPT. OF PUBLIC SAFETY**. Please complete the information on the two page ***Louisiana State Police*** application provided by the school and bring this application with you. LA State Police are open Mon-Fri from 8:00am-4:30pm. Directions to State Police Headquarters from Gonzales – go Airline Hwy. to Baton Rouge and turn LEFT on Goodwood Blvd (at Women's Hospital) then turn RIGHT on East Airport and LEFT on Independence Blvd. The address is 7019 Independence Blvd.

2. SAFE IN PLACE online training for adults. This can be completed by following the directions at

http://diobr.org/news/ocyp_sip_guide.htm

Successful online test score will produce a certificate that must be sent to the school. If you have already completed the 3 hour Child Protection training, you do NOT have to complete this training. Please send a copy of your certificate.

3. CODE OF ETHICS signature sheet acknowledging that you have read the Code of Ethics and Behavior. The booklet can be accessed at **www.st-theresa.com** under "Parent Information".

4. CATHOLIC DIOCESE OF BATON ROUGE APPLICATION FOR VOLUNTEERS

Please give complete physical addresses for references, including zip codes and phone numbers. The application will not process without this information.

Thank you!

WE LOVE OUR VOLUNTEERS !

All paperwork must be completed and background check must be received before volunteering.