

St. Malachy School
“A place where I will make something of myself.”
2252 W. Washington Blvd.
Chicago, IL 60612
(312) 733-2252

DIRECTIONS FOR VOLUNTEER COMPLIANCE

1. Go to www.archchicago.org.
2. On the lower left side click on “protecting children.”
3. On lower left side see the navy blue compliance box and listed are quick links to everything a volunteer needs to be in compliance. The list is as follows:
 - eApps – This gets you into the Archdiocese’s system and you can use it for all Chicago Catholic Schools. Fill it out online as a VOLUNTEER - the access code is “protection” and you only need to fill out the areas with an asterisk *. Choose St. Malachy School as your primary site. There are several pages and the final page is the background check which will require a driver’s license or state ID. Make sure you fully submit your application.
 - Virtus – Training for how to protect children and yourself from sexual abuse. Sign up online for this 3 hour training. Various locations and times are listed. You will need an email address and to stay compliant you will need to answer follow-up training questions on a monthly basis. Once you have finished training St. Malachy School will need a copy of your training certificate.

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- CANTS – Child Abuse and Neglect Tracking System – this must be printed, signed, and turned in to St. Malachy School. We will then send a copy to the state.
- Code of Conduct – a signed paper copy must be turned in to St. Malachy School.
- Fingerprinting – FOR EMPLOYEES ONLY
- Mandated Reporter Training – Illinois State provides this training free online. It is about 45 minutes and it teaches you how to identify and report possibly abuse and/or neglect of children. This is optional for volunteers and required for employees. Should you choose to do this training we would like a copy of your certificate.