



SAINT GABRIEL CATHOLIC SCHOOL  
4500 South Wallace Street Chicago, IL 60609  
Office: 773.268.6636 FAX: 773.268.2501  
[www.saintgabes.com](http://www.saintgabes.com)

## FOR THE PROTECTION OF CHILDREN AND YOUTH

The Archdiocese of Chicago requires that employees and volunteers working with and/or ministering in parishes, schools and agencies comply with the safe environment protocols for the protection of children and youth before service begins. It is suggested that all parents/guardians complete the required paperwork work when they register their child(ren) to participate as a volunteer when the opportunity arises. Employees and volunteers are required to complete a file which includes:

***\* Per the Archdiocese of Chicago policies all employees and volunteers are required to be in compliance with The Protection of Children and Youth.***

\_\_\_\_\_ ***\*Criminal Background Check*** – eAppsDB – online application can be found at <https://www.eappsdb.com/Login.asp> The “Access Code” is set as “protection”

\_\_\_\_\_ ***\*CANTS 689 FORM – TO BE DONE ANNUALLY*** (Child Abuse and Neglect Tracking System). Form available in the School Office  
Online at [www.archchicago.org](http://www.archchicago.org) Scroll to the Protecting Children button and select CANTS. Copy of completed form kept on site in personnel file. Original mailed to DCFS by the site.

\_\_\_\_\_ ***\*Code of Conduct Acknowledgement Form*** – Read and sign prior to beginning service. Form available in the School Office. Online at [www.archchicago.org](http://www.archchicago.org) Under the Protecting Children button select Code of Conduct. Signed acknowledgement form kept on site in personnel file.

\_\_\_\_\_ ***\*VIRTUS/PROTECTING GOD’S CHILDREN*** – Attend “Protecting God’s Children and Youth Training” – All participants must pre-register online at <http://www.virtusonline.org/virtus/>. Certificate of attendance kept on site in personnel file. **(You need to stay current on your training bulletins to avoid becoming suspended/inactivated)**

\_\_\_\_\_ ***\*Mandated Reporter Training – Employees, Youth Ministers, Religious Education Personnel and Volunteers, Coaches*** – Training can be found on the Archdiocesan webpage at [www.archchicago.org](http://www.archchicago.org) under *Protecting Children*.

We truly appreciate your assistance and cooperation with this sensitive matter.

Sincerely,

Mr. Adams, Principal (adamss@stgabrielchicago.com)  
Mrs. Young, Site Administrator (youngl@stgabrielchicago.com)