

Important Information for Adult Volunteers

Monsignor Slade Catholic School and the Archdiocese of Baltimore have a commitment to maintaining the trust of the faithful by providing our children and youth with safe environments characterized by healthy relationships. With our longstanding commitment in mind, all parishes and archdiocesan Catholic schools use *Shield the Vulnerable*, a compliance management system that allows all parishes and schools to facilitate compliance with archdiocesan child protection requirements for all volunteers who work with minors, employees, and clergy.

Monsignor Slade Catholic School is required to comply with the Archdiocesan Children and Youth Training Program which requires all volunteers ages 14 and over who have contact with children to complete the following prior to being allowed to volunteer:

- **Register as a MSCS volunteer at www.shieldthevulnerable.org**
 1. Select *First-Time Signup*
 2. Select *Catholic Dioceses*
 3. Select *Baltimore Archdiocese*, then select *Confirm*
 4. You will then see a letter from Archbishop Lori. After reading his letter, select *NEXT*.
 5. **User Login Data** section: You will **create** your own login-ID and password. Once all requested information is completed, select *Next Step*.
 6. **Affiliation** section: Select *Volunteer* as User Type.
 7. Select the appropriate Location Type, Where Located, and Location Name.
 8. Because you are working with children, select *Substantial contact w/children*. Then select *Next Step*.
 9. You will be asked, "Do you volunteer at another location?" If you will be serving at another location, repeat steps 6 – 8 for that location.
 10. **Application Info** section: You will be asked, "Are you a new volunteer?" Select *Yes*.
 11. Answer the three questions for volunteers/employees and provide three references. Then select, *Next Step*. NOTE: If you include email addresses for your references, the reference checks will be sent via email. Otherwise, they will be mailed via USPS.
 12. **Summary/Confirm** section: Review your information. If it is correct, select *Accept* and then *Confirm Signup*.
 13. **Background Check Registration/Criminal History Screening**: Complete the background check form and authorization. Enter your electronic signature, then choose *I Consent to the Background Check* or *I DO NOT Consent to the Background Check*. (If you do not consent to the background check, you may not serve as a volunteer who will have substantial contact with children.)
 14. Next you will need to complete **Protect the Children: STAND** online training.
 15. Once you have finished the training, you will be asked to read the Archdiocese of Baltimore's child and youth protection policies: *A Statement of Policy for the Protection of Children and Youth* and the *Code of Conduct for Church Personnel in the Archdiocese of Baltimore*. You will be asked to answer questions about the policies.

Once the online process has been completed by the volunteer and all of the references checks have been returned from the references, you will receive notification of completion and you may begin to volunteer.

If you have any questions, please contact Kathie Sullivan, Support Programs Coordinator, at 410-766-7130 ext. 104 or email k.sullivan@mssladeschool.com.