

## **CALLED TO PROTECT TRAINING FOR VOLUNTEERS 2020-2021**

Called to Protect is an Archdiocesan established, mandated, and audited program designed to keep your children and our school community safe.

At St. Thomas More Catholic School, any adult who wishes to serve in a supervisory role with our students (ie. Chaperone or drive on a field trip, accompany students on a service trip, volunteer in classrooms or the building, hot lunch server/helper etc.) must be Called to Protect certified.

Occasional school visits (bringing birthday treats, mystery reader, etc.) where teachers or administration are present with the students do not require Called to Protect certification.

### **To receive Called to Protect certification you must:**

1. Complete a criminal background check (valid for three years).  
Parents who are new to STM or have not previously completed a background check through the Archdiocese will need to contact STM to initiate this process. They will receive an email from Praesidium. Follow the directions in the email to submit your background check electronically. All information must match your State ID.
2. Agree to the Standards of Conduct for Ministry with Children and Youth  
Read attachment at this link:  
[https://media.wix.com/ugd/1649f4\\_9e978fa4707144b19fcf9d8bf3eac315.pdf](https://media.wix.com/ugd/1649f4_9e978fa4707144b19fcf9d8bf3eac315.pdf)  
Print, sign and turn into the school office
3. Agree to the Code of Conduct for all church personnel (this is for all volunteers & staff)  
Read attachment at this link:  
[https://docs.wixstatic.com/ugd/a974e5\\_078520ecaa914e7fba015888285fd9e0.pdf](https://docs.wixstatic.com/ugd/a974e5_078520ecaa914e7fba015888285fd9e0.pdf)  
Print the last page  
Sign and turn into the school office
4. Attend NEW training class: "C.A.S.E. - Creating A Safe Environment"\*\*\*  
2 hour in-person class.

These four steps must be completed prior to your first volunteer opportunity.

*\*\*C.A.S.E. training classes will be scheduled at St. Thomas More at a later date. An email will be sent out with sign up information when it becomes available.*

## **ALL RETURNING VOLUNTEERS**

To receive Called to Protect certification for the current school year you must:

- have completed the C.A.S.E. Training in-person class in a prior year\*
- **complete the online training update through Armatus**
  - Armatus is an Internet based abuse prevention-training program developed by Praesidium, Inc. The Archdiocese of Portland has chosen Armatus as the training for employees and volunteers to begin the school year after they have taken the initial C.A.S.E. training class and have a current background check on file. **ONLINE UPDATE:** The 2020-2021 school year training module is “**Meet Sam**”
- Agree to the Code of Conduct for all church personnel (for all volunteers & staff)

Read attachment at this

link: [https://docs.wixstatic.com/ugd/a974e5\\_078520ecaa914e7fba015888285fd9e0.pdf](https://docs.wixstatic.com/ugd/a974e5_078520ecaa914e7fba015888285fd9e0.pdf)

Print last page

Sign and turn into the school office

### **HOW DO I GET STARTED WITH ARMATUS FOR THE ANNUAL ONLINE UPDATE?**

1. Go to [www.praesidiuminc.com](http://www.praesidiuminc.com)
2. Click on “Login to your Service” in the right-hand Orange drop down menu.
3. Select “Armatus Online Training”
4. Enter your login and password (login required)
5. Click on the Login Orange button.
6. Your login is the first initial of your first name and your full last name as it appears on your driver’s license. Your password is the four numerical digits of your birthday (mmdd), followed by your state abbreviation. (e.g, **login:** jdoe **Password:** 0516or).
7. Choose your course and click on the title “**Meet Sam**” to begin. (*DO NOT* complete any other courses. It is 6 courses down the list.) The course will end with a brief quiz you must pass for credit. When you click end the course it will take you back to the courses page. Scroll down to see Status: Completed with the current date. *Please note: You will not be able to log into Armatus until you have requested a background check from STM.*

\*All volunteers must be certificated with C.A.S.E. training that began in 2019-2020. Called to Protect for Parents and Ministries is no longer current for certification.

Please contact Becky Kennedy [stmschool@stmpdx.org](mailto:stmschool@stmpdx.org) in the school office with any questions.