Child Protection Requirements For Employees and Volunteers

New Employees

1. Background check
2. *Standards of Conduct*
3. *Called to Protect*
4. *Preventing Sexual Harassment*

Continuing Employees

1. *Preventing Sexual Harassment*

School Employees

Duty to Report—in addition to all above

Volunteers

1. Background check (check with your location)
2. *Standards of Conduct*
3. *Called to Protect* (required for those volunteers working with minors).
4. *Preventing Sexual Harassment*

School Volunteers

Duty to Report—in addition to all above

How To Get Started!

1. Log on to a high-speed internet connection and go to *www.archdpdx.org*.
2. Click on the *Offices* tab and select *Child Protection/Victim Assistance* from the drop down menu.
3. Click on the *Armatus Online Training* link.
4. Enter your login username and password.
5. Click on the Login button.
6. Choose the course entitled *Standards of Conduct or Preventing Sexual Harassment.*

How do I find my login and Password?

Your user name is the first initial of your first name and your full last name. For example: Robert Smith's user name would be *rsmith*, or Sasha Hayes-Jones user name would be *shayes-jones*.

Your password is the two digit birth month, followed by the two digit birth day, followed by the abbreviation of the state in which you live. For example, if Jane Arnold lives in Oregon and her birthday is March 26, her password would be *0326or*.

For locations, dates and times of classes, please contact your parish or school representative or go to www.archdpdx.org, click on the Offices tab and select Child Protection/Victim Assistance click on Called to Protect Program Schedule.