All persons planning to volunteer at Our Lady of Mercy School in any capacity must complete the below requirements of the **Diocesan Child Protection Program.**

\*\*All below requirements must be completed two weeks prior to beginning of volunteer activity.

**1. EApps Application**

- Complete all parts with an asterisk (\*)

- A minimum of five-year residential history is required.

- Reference Section – list the complete name, address & phone number with area code.

- Declarations section – applicant must initial each of the items.

- Selection Site – list other parishes or schools where the applicant may volunteer.

**2. Code of Ethics**

- Visit www.diobr.org

- On top of page, select “Ministries tab,” then “Administrative Services,” then “Child and Youth Protection”.

- Near the bottom of the page, select “Code of Ethics” in the language that best applies to you.

- Read the “Code of Ethics” and sign sheet stating that the application abides by the guidelines listed therein.

**3. Safe and Sacred Online Test Site (Recognizing Child Abuse)**

- Visit www.diobr.org

- On top of page, select “Ministries tab,” then “Administrative Services,” then “Child and Youth Protection”.

- Near the bottom of the page, select “Safe and Sacred Online Training Center (Adults)”.

- The applicant must create a username and password, register and complete all required fields.

- The applicant will be required to take a short quiz after reviewing the presentation content.

\*Please send a copy to Tricia Cassano in the Main Office or via email tcassano@olomschool.org

4. **Fingerprinting/Background**

- These forms must accompany applicant at State Police Headquarters.

- Please contact Tricia Cassano at tcassano@olomschool.org or at the office (225)924-1054 for the forms

*Applicant must turn in the* ***EAPPS application****, signed* ***Code of Ethics*** *form,* ***Safe in Place*** *certificate and* ***Background check*** *screening to Tricia Cassano in order for the process to begin.*