

Background Checks Required

The Archdiocese of Portland requires a background check on all volunteers who come in direct contact with children. This means those who drive or chaperone field trips, work in classrooms, tutor individuals or groups of students, volunteer in the kitchen, and/or on the playground. St. James School is following this directive and you will find attached a Background Check Request and Authorization form. If you are involved in any of the above mentioned, you must return the completed form as soon as possible so you may volunteer at school.

You are also required to view a video on suspecting and reporting child abuse. Please plan to view the video at the following times if you have not done so.

CALLED TO PROTECT

August 11th @ 5:00pm in the Library-Before Registration night

August 30th @ 1:00pm in the Library

Those who have watched Called to Protect need to update their status by completing a 20-25 minute video online and completing the quiz at the end.

If we do not have a clear background check on you, you will not be able to serve in any of the above activities.

This information is confidential and will remain in a locked cabinet in the school office. If information is received that indicates any criminal convictions, you will receive a letter from the Archdiocesan Human Resource Office and be given the opportunity to respond in writing to these findings. A review committee will then consider your written statement and issue a final decision. Volunteers with a clear background check will be issued a card stating they are eligible for volunteer service at the school and parish. These cards may be presented to another church, school or program operated by the Archdiocese.

If you have any questions regarding this matter, please feel free to call the office at 503-472-2661.