

***Office of Child Protection***

***Most Blessed Sacrament School***

***15615 Jefferson Hwy***

***Baton Rouge, LA 70817***

***Phone 225-753-5526 ♦ Fax 225-751-6738***

***Email*** ***childprotection@mbsbr.org***

**Dear Most Blessed Sacrament Coach Volunteer:**

Thank you for choosing to be a volunteer at Most Blessed Sacrament School. There is an important Child Protection process that all volunteers of the school must complete **before** being accepted as a participant for any school event or ministry.

Please complete the following requirements and return the documents either through the postal service, hand delivering the documents to the Office of Child Protection, scanning the documents and emailing them to **childprotection@mbsbr.org**, or faxing the completed forms to 225-751-6738.

**Step 1:** Complete **all sections** of the **Application**.

**Step 2:** Access **Diocese of Baton** **Rouge** website: [**www.diobr.org**](http://www.diobr.org).

Scroll to the bottom and click on the **Child and Youth Protection & Victims Assistance** link. 

Under the **Certification** heading on left side, click on the link, **Safe and Sacred Online Training Center (Adults).** When you visit the site the first time you must enter some preliminary information to create an account. On the **Training Summary** page, find the course labeled ***New Training: Recognizing Child Abuse,*** and then click on ***Take Course*** next to the course name. You may print your certificate for your file. The Diocese will email a copy of the certificate to the Office of Child Protection.

**Step 3**: Read the attached **Code of Ethics (keep for your records)**, then sign and return the **signatory page ONLY (yellow paper),** which states you have read and will abide by the Code of Ethics.

**Step 4:** Background Check and Fingerprinting:

1. Complete the attached **two-page form** for the Louisiana State Police, Bureau of Criminal Identification and Information.
2. **Bring these completed forms to** **the Louisiana State Police** building at 7919 Independence Blvd., turn on Public Safety Blvd., and proceed to the building at the end of the road. You will hand forms to the LSP clerk. Have your driver’s license or state ID ready. LSP telephone number is 925-6095.
3. There is an approximate $50 charge for the background check and fingerprinting processing. Acceptable forms of payment may be a cashier check /money order made payable to Louisiana State Police, or major credit /bank cards. No cash or personal checks accepted.
4. Be prepared to wait. Wait time usually averages an hour or longer.
5. After fingerprinting, have the green half-sheet **“Acknowledgement of Fingerprinting”** form signed by the LSP clerk and return the form to the Office of Child Protection with your application.

If you have any questions, please call the OCP at **225-753-5526** or email at **childprotection@mbsbr.org**.

Roslyn Landry

MBS School Child Protection Site Coordinator