

Annual Parish Audit - Safe Environment Program Instructions

The following 4 page audit instrument will aid in maintaining parish and diocesan compliance with the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People. Please follow the instructions for completion.

- The individual responsible for completing the audit information must be listed, including a contact number and email address where the responsible person can be reached.
- The information requested in this audit instrument mirrors the USCCB Audit Instrument Article 12 (Safe Environment Training), and Article 13 (Background checks) and Chart E Parish Audits completed each year by the diocese.
- The completion date for your annual parish audit is **June 30, 2010**. If for some reason you do not feel that you will be able to complete the audit report by that date, please contact Pat Kornfeld using any of the contact methods listed below.
- **Pastor's Safe Environment Verification Letter** attached. This letter is also required in the USCCB Safe Environment Audit. The diocese must have on file a letter from each pastor, administrator, priest moderator or parish life coordinator verifying they have received and implemented all aspects of the Diocese's Safe Environment *training* program. This is an annual request.

If you have any questions regarding the completion of this annual parish audit report or the Pastor's Safe Environment Verification Letter, please contact:

Pat Kornfeld, Director, Office for Human Resources
Phone: 217-698-8500, ext. #155
Fax: 1-888-927-4141
Email: pkornfeld@dio.org

**Annual Parish Compliance Audit - Diocese of Springfield in Illinois
Charter for the Protection of Children and Young People**

Audit Period: July 1, 2009 through June 30, 2010

Parish/School: _____ **City:** _____

Pastor: _____ **Deanery:** _____

Individual Responsible for Completing Audit Info:	Contact Name:
	Telephone #:
	Email Address:

Instructions: Please complete both pages of this audit report and return to the Office for Human Resources by **June 30**. The Audit document may also be downloaded on the diocese website at www.dio.org; go to Safe Environment links and click on Parish Audit.

Section 1 (A-G). Children & Youth Trained in the Audit Period

Row 1 - Schools – Enter the number of students for columns Section 1A – 1F

Row 2 - Faith Formation (PSR) – Enter the number of students for columns Section 1A – 1F

Definition of Students - includes all students (*through high school*) enrolled in diocesan schools and/or religious education classes for the period of the Audit Report. Also includes students home schooled. (*Youth ministry programs are not included in this audit report*)

		1A	1B	1C	1D	1E	1F
Row	Children & Youth	# of Students Enrolled	# of Students Trained	# Students Absent Due to Parent Non-Permission	# Students Absent Due to Parent Not Responding	# Students Absent for Any Other Reason	# Remaining to be Trained
Row 1	School						
Row 2	Faith Formation						

Section 1G Training Method Used (check all that apply)

School (Elementary or H.S.)	Faith Formation (PSR)
<input type="checkbox"/> Virtus® Touching Safety Pgm.	<input type="checkbox"/> Virtus® Touching Safety Program <input type="checkbox"/> Diocesan Provided Videos <input type="checkbox"/> ICASA Prevention Educator <input type="checkbox"/> Child Lures Program <input type="checkbox"/> Other – Requires program description be attached to the audit report <input type="checkbox"/> Program Description Attached
	<input type="checkbox"/> Public School provides instruction – Requires written verification of program material from public school official be attached to the audit report <input type="checkbox"/> written verification (letter) identifying the school or school system for which the program is used, the training program name and content and signed by a school official (principal or district office official) attached.





Section 2 (A-G) - Parent Permission for Child to Attend Personal Safety Training

Instructions:

Row 1 - Schools – Enter information for columns 2A – 2G

Row 2 - Faith Formation (PSR) – Enter information for columns 2A – 2G

Column	Explanation of Entry Needed
2A	Enter # of parents per student(s) enrollment (Count 1 parent per student i.e., mother & father as 1. Count 1 parent for any number of siblings)
2B	Enter # of permission forms returned from parents
2C	Enter # of parents choosing non-permission.
2D	Enter # of handbooks given to parents of 2C. Also enter # of parents in 2C that received handbooks in previous years.
2E	Enter # of parents that did not respond (includes parents that refused to sign the form one way or another)
2F	Indicate by checking Yes or No if the School or PSR program maintains a written record of the parents that did not respond from one school year to the next school year.
2G	Indicate by checking Yes or No if all parent permission forms are retained on file @ the school or by the PSR program for one year from the date received.

	2A	2B	2C	2D		2E	2F		2G	
				# Hndbks	# Received Previous Yrs		 Yes	 No	 Yes	 No
Row 1 School										
Row 2 Faith Form.										

Section 3 (A-G) - Adult Training and Background Checks Provide estimates of the number of persons in each category below to the extent possible. If persons belong in more than one category, count them in their primary category (*e.g. educators who are also parents should be counted as educators*)

Definitions

Educators – Active salaried teachers in diocesan and parish schools. Includes substitute teachers for the school year. (*Does not include PSR teacher*)

School Staff – Any other person employed and working in the school (cooks, maintenance, office staff, nurse, etc.)

Parish Employees – All active paid persons, (other than priest/deacons, educators or school staff), who are employed by and work directly for parishes such as parish ministers, school support staff, rectory staff, etc.

Volunteers/Others – All active non-salaried persons who assist the diocese or parish such as catechists, youth ministers, coaches, children’s programs, field trips, lunch room, teachers aid, etc.

Section 3	3A	Protecting God's Children for Adults Training			Criminal History Background Check		
		3B	*3C	3D	3E	**3F	3G
	Total Number	# Completing PGC Training	* # Remaining to be Trained	Date By Which All Will Be Trained	# Completed Background Check	# Remaining to be Checked	Date By Which All Will be Checked
Educators							
School Staff (not including Educators)							
Parish Employees							
Volunteers							

Use the space below, (or attach a separate sheet) to explain any gaps between the total numbers and the numbers remaining to be trained or background checked and how the parish is planning on closing those gaps.

Educators
School Staff
Parish Employees
Volunteers

***3C -Attach a listing of the Educators, Parish Employees & Volunteers remaining to be trained.**
****3F -Attach a listing of the Educators, Parish Employees & Volunteers remaining to be checked.**

Section 4 – Safe Environment Questions

1. Is *The Policy on Working with Minors* and *The Policy on Sexual Abuse of Minors by Church Personnel* communicated to employees and volunteers? Yes No
2. Does the pastor/school principal know when and how to report an allegation of sexual abuse of a minor? Yes No
3. Does the pastor/school principal know how to obtain outreach for victims? Yes No
4. Does the pastor ensure that visiting or non permanent clergy (e.g. weekend assistants, priests who witness marriages, perform baptisms, conduct funerals or otherwise engage in supply ministry from outside the diocese) are clergy in good standing? Yes No
5. Has the parish offered parents/other adults the opportunity to attend an education session? Yes No
6. Is there documentation on file promoting/advertising education sessions for parents/other adults? Yes No
7. Does the parish have the Victim Assistance Brochures available for those attending services at the church? Yes No
8. Does the parish publish the diocese Victim Assistance Contact Information in the parish bulletin or anywhere else for the general information of parish members at least twice yearly? Yes No
9. Is a Pastor Safe Environment Letter signed and attached with this completed audit report.? Yes No

Return Instructions: Please return completed audit, and Pastor’s Safe Environment Letter June 30 to: Office for Human Resources, P.O. Box 3187, Springfield, IL 62708-3187 or fax to 1-888-927-4141.

For Questions Pat Kornfeld, Director of the Office for Human Resources, 217-698-8500, ext. #155, Fax # 1-888-927-4141, email: pkornfeld@dio.org.



Parish Audit Diocese of Springfield in Illinois
Charter for the Protection of Children and Young People
Audit Period: July 1, 2009 through June 30, 2010

Parish: _____

City: _____

Date: _____

RE: Pastor's Safe Environment Verification Letter

TO: Monsignor Carl Kemme, Diocesan Administrator

The above referenced parish in the Diocese of Springfield in Illinois has received and implemented all aspects of the diocese's Safe Environment Training Program.

The program includes training of every required group, (*applicable to this parish environment*): children, volunteers, parents, ministers, deacons, educators and employees in programs that provide adults with the steps necessary to create an environment safe from child sexual abuse and to give children enrolled in our schools and/or Parish Schools of Religion the knowledge they need to stay safe.

Sincerely in Christ,

←(Signature required at left – Check appropriate title below)

- Pastor*
- Parochial Administrator,*
- Priest Moderator*
- Parish Life Coordinator*
- Director of Campus Ministry*