

**Diocese of Springfield in Illinois
Catholic Elementary School Annual Safe Environment Audit**

**Audit Period July 1 of the previous year
Through June 30 of the current year**

Instructions

Following for your completion is an **Catholic Elementary School Annual Safe Environment Audit** (5 pages). This audit instrument will aid in maintaining school 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 as well as 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) completed each year by the diocese.
- The completion date for your annual Catholic Elementary School audit is **June 30 of the current year**. 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.
- **Principal's Safe Environment Verification Letter** attached. The diocese would like to have this letter on file from each principal of a Catholic Elementary school affiliated with a parish and not affiliated with a parish verifying they have received and implemented all aspects of the Diocese Safe Environment *training* program. This is an annual request.

If you have any questions regarding the completion of this annual Catholic Elementary School audit report or the Principal'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.**

Catholic Elementary School Safe Environment Audit - Diocese of Springfield in Illinois
Charter for the Protection of Children and Young People
Audit Period: July 1, 2009 - June 30, 2010

Parish/School:	City:
Principal:	Deanery:

Individual Responsible for Completing Audit Info: _____
Contact Number for the Responsible Individual: _____
Email Address: _____

Instructions: Please complete both pages of this audit report and return to the Office for Human Resources by **June 30 of the current year.**

1. Students Personal Safety Training in the school year audit period – Please fill-in the totals. Include all students enrolled for the audit year. Also include students home schooled. For Training Method if **Other** is checked please provide a description of the program used.

1. Students Personal Safety Training

- a. # of students enrolled in the school
- b. # of students trained
- c. # of students absent due to parent *Non-Permission*
- d. # of students absent due to parent *Not Responding*
- e. # of students absent from training for any other reason.
- f. # of students remaining to be trained

Totals	Training Method Used
	<input type="checkbox"/> Virtus Touching Safety Program

2. Parent Permission pertaining to student attendance of personal safety training in the school year audit period

2. Parent Permission for the Personal Safety Training of Students

- a. # of parents (Count 1 parent per student (i.e., mother & father as 1; count 1 parent for any number of siblings)
- b. # of parent permission forms returned and on file.
- c. # of parents choosing non-permission.
- d. # of parent handbooks given to parents | # of parents in 2C that received in 2c. | handbooks in previous years.
- e. # of parents that did not respond (includes parents that refused to sign the form one way or the other).
- f. Indicate by checking Yes or No if the school maintains a written record of the parents that did not respond from one school year to the next school year.
- g. Indicate by checking Yes or No if all parent permission forms are retained on file at the school from one school year to the next school year.

Enter Totals	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No

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3. **A – G** For the audit year provide 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. (Includes principal, assistant principal, etc. ***Does not*** include ***PSR*** teacher.)

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

Volunteers/Others – All active non-salaried persons who assist the school such as coaches, volunteers in children’s programs, field trips, lunch room, teacher’s aid, etc.

	Protecting God's Children for Adults Training				Criminal History Background Check		
	3A	3B	*3C	3D	3E	**3F	3G
	Total Number	# Completing PGC Training	# Remaining to be Trained	Date By Which All Will Be Trained	# Completed ISP/FBI Fingerprint Check	# Remaining to be Checked	Date By Which All Will be Checked
Educators							
Other School Staff							

	Protecting God's Children for Adults Training				Criminal History Background Check		
	3A	3B	*3C	3D	3E	**3F	3G
	Total Number	# Completing PGC Training	# Remaining to be Trained	Date By Which All Will Be Trained	# Completed Diocese County Criminal Search	# Remaining to be Checked	Date By Which All Will be Checked
School 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, School Staff & Volunteers remaining to be trained.**
****3F -Attach a listing of the Educators, School Staff & Volunteers remaining to be checked.**

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4. Has the school offered parents/other adults the opportunity to attend a Protecting God's Children for Adults education session? Yes No
5. Is there documentation on file promoting/advertising education sessions for parents/other adults? Yes No
6. Is a Safe Environment Letter signed by the Principal attached with this completed audit report? Yes No

Please return completed audit, and Principal's Safe Environment Letter by June 30 of the current year to: **Office for Human Resources, P.O. Box 3187, Springfield, IL 62708-3187.**

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



DIOCESE OF SPRINGFIELD IN ILLINOIS

School: _____
City: _____
Date: _____

RE: Principal's Safe Environment Verification Letter

Dear Monsignor Carl Kemme, Diocesan Administrator:

The above referenced elementary school 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 school environment*): students, volunteers, parents, 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 the knowledge they need to stay safe.

←(*Signature required at left*)

Principal