

**Diocese of Springfield in Illinois  
Parish School of Religion  
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 **Parish School of Religion Annual Safe Environment Audit** (3 pages). This audit instrument is to be completed by each Director of Religious Education or the Coordinator of Religious Education in the parishes of the Diocese of Springfield in Illinois. 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 **Parish School of Religion Safe Environment 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.

If you have any questions regarding the completion of this annual **Parish School of Religion Safe Environment Audit** please contact:

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

**Parish School of Religion 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**

<b>Parish/School:</b>	<b>City:</b>
<b>DRE/CRE:</b>	<b>Deanery:</b>

**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 in PSR 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 PSR Program – (The number of students enrolled is required even when the training requirement was not met.)
- 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
	<input type="checkbox"/> Diocesan Provided Videos
	<input type="checkbox"/> ICASA Prevention Educator
	<input type="checkbox"/> Other (Description of program used must be attached)
	<input type="checkbox"/> <b>Public School Provides Instruction</b> See additional instructions below

**Public School Provides Instruction** – Requires written verification of the program material from a relevant public school official be attached to the audit report. Written verification should identify the school or school district, the training program used, and be signed by a school official (principal or district office official).

**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 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

**Parish School of Religion Safe Environment Audit - Diocese of Springfield in Illinois**

## Charter for the Protection of Children and Young People

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

**Volunteers/Others** – All active non-salaried persons who assist the PSR program that volunteer to provide classroom instruction, aid classroom instructors, assist with any PSR activities and programs throughout the year.

	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
<b>Volunteers</b>							

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.

**Volunteers**

4. Has the PSR program 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

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](mailto:pkornfeld@dio.org)**