

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

Audit Period: July 1, 2012 through June 30, 2013

Parish/School:

City:

Pastor:

Mailing Address:

Instructions:

1. Please distribute the audit sections included in this report for completion as indicated below.
2. The audit document may also be downloaded on the diocese website at www.dio.org; go to Safe Environment link and click on Parish Audit.
3. An explanation must accompany the audit for any applicable sections not completed.
4. **DUE DATE** - Return completed audits to the **Office for Safe Environment** no later than **May 31, 2013**
5. Please **contact Ember Beddingfield** if the audit will not be completed by May 31, 2013.

AUDIT SECTION

AUDIT REPORTING

COMPLETED BY:

Section 1

Pages 2,3,4,5 & 6

Reporting on high school students personal safety training, educators, school staff and school volunteers

Parish Safe Environment Coordinator & School principal

Questions, Contact Information and Return Instructions: If you have any questions regarding the completion of this audit section please contact Ember Beddingfield, Director of the Office for Safe Environment 217-698-8500, ext. #162, Email: ebeddingfield@dio.org. Please return completed Sections 2, 3 and 4 of this audit, and training compliance letter no later than **May 31, 2013** Office for Safe Environment, 1615 W. Washington, Springfield, IL 62702-4757 or Fax # 1-888-927-4141 or email to the address listed above.

School:

Section 1

Pages 3, 4, 5 & 6

**Reporting on High School Students Personal Safety Training,
Educators, School Staff & School Volunteers**

Audit Period July 1, 2012 thru June 30, 2013

Instructions

1. Pages 3, 4, 5 and 6 of Section 1 are completed annually as a part of the **Annual Parish Safe Environment Compliance Audit** for the **Diocese of Springfield in Illinois**. This audit instrument is to be completed by the School Principal for the Elementary school noted at the top of the page. 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.
2. Principal complete the contact information below and provide a contact number and email address.

Contact Name:	
Telephone #:	Email Address:

3. 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.
4. Completion of Section 1 of the annual parish safe environment audit is **due by May 31, 2013**. Completed audits should be forwarded to the Office for Safe Environment. The audit can be faxed, emailed or mailed using the contact information listed below. If for some reason you do not feel that you will be able to complete the audit report by that date please contact Ember Beddingfield.

Questions, Contact Information and Return Instructions: If you have any questions regarding the completion of this audit section please contact Ember Beddingfield, Director of the Office for Safe Environment 217-698-8500, ext. #162, Email: ebeddingfield@dio.org. Please return completed Sections 1, of this audit, and training compliance letter no later than **May 31, 2013** Office for Safe Environment, 1615 W. Washington, Springfield, IL 62702-4757 or Fax # 1-888-927-4141 or email to the address listed above.

School:

Section 1

Reporting on High School Students Personal Safety Training, Educators, School Staff – Any other person employed and working in the school (cooks, maintenance, office staff, nurse, etc.). Please complete A – G

1. Was Virtus® Touching Safety presented to students in the audit period?

- Yes** **No** If no please attach a written explanation describing the reason why personal safety Training was not conducted.
- Training Conducted but did not use Virtus® Touching Safety.** Please provide the name of the training method used and why _____

Please complete 1A-1G regarding the student attendance of the personal safety training.

		Enter 2013 Response Here	Reported 2012
A.	# of Students Enrolled		
B.	# of Students Trained		
C.	Students absent Due to Parent Non-Permission		
D.	Students Absent Due to Parent Non Responding to Permission		
E.	Students Absent for any other reason		
F.	Total of, 1C, 1D, 1E above		
G.	Of the students in 1C, 1D and 1E above report the number of students that have not attended personal safety training in past years and remain to be trained.		

2. Was parent permission obtained for the Personal Safety Training?

- Yes.** Please check the method below that best describes how parent permission is obtained or provide an explanation in of the method used.
- No.** Please provide an explanation below.

Check	Parent Permission Method	Instructions
A. <input type="checkbox"/>	Written permission slips requested from the parent at the time of PST	Please answer 1) – 8) in 2A and attach a sample copy of the permission slip
B. <input type="checkbox"/>	B. Parents informed of the PST training curriculum during student registration when permission slips are signed.	Please answer 1) – 8) in 2A. and attach a copy of the information detailing the personal safety program and a sample copy of the permission slip.
C. <input type="checkbox"/>	C. Parent permission is in the form of an “Opt Out”. The program is described at registration or at the time of the training and parents are informed to complete the “opt out” slip if they <u>do not</u> want the child to participate in the PST training.	Please answer 1), 3) & 8) in 2A and attach a copy of the information detailing the personal safety program and the opt out form.
D. <input type="checkbox"/>	Other	Please explain below

Explain

School:

Section 1

Reporting on High School Students Personal Safety Training, Educators, School Staff – Any other person employed and working in the school (cooks, maintenance, office staff, nurse, etc.). Please complete A – G

2A	Reporting on Parent Permission at the High School	Enter 2013 Response Here	Reported 2012
1)	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) Answer required from all schools.		
2)	Enter # of permission forms returned from parents		
3)	Enter # of parents choosing non-permission. (includes permission or opt out forms) Regardless of the method of training this statement must be answered by all schools Answer required from all schools.		
4)	Enter # of handbooks given to parents choosing non-permission in number 3) above. Also enter # of parents in 3) that received handbooks in previous years. Answer required from all schools.		
5)	Enter # of parents that did not respond (includes parents that refused to sign the form one way or another)		
6)	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.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7)	Indicate by checking Yes or No if all parent permission forms are retained on file @ the school for one year from the date received.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8)	Indicate by checking Yes or No if all parent non-permission and Opt Out forms are retained on file @ the school for one year from the date received.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

3. Educators – Active salaried teachers in diocesan and parish schools. Includes **substitute teachers** for the school year. Please complete A – G.

Educators	Audit Inquiry	Enter 2013 Response Here	Reported 2012
A	Total number employed at the school during the audit period		
Provide an explanation for any increase/decrease in the total count in A above from last audit:			
B	Number of the Total Completing PGC Training		
C	Subtract 3B from 3A and enter the total remaining to be trained		
D	For those not trained enter date by which training will be completed		
E	Of the educators reported above report the number that have completed ISP / FBI Fingerprint Criminal History Check		
F	Subtract 3E from 3A and enter the total remaining to be background checked		
G	Date by which the fingerprint check will be completed		

School:

Section 1

Reporting on High School Students Personal Safety Training, Educators, School Staff – Any other person employed and working in the school (cooks, maintenance, office staff, nurse, paid coaches etc.). Please complete A – G

School Staff	Audit Inquiry	Enter 2013 Response Her	Reported 2012
A	Total number employed at the school during the audit period		
Provide an explanation for any increase/decrease in the total count in A above from last audit:			
B	Number Completing PGC Training		
C	Subtract 3B from 3A and enter the total remaining to be trained		
D	For those not trained enter date by which training will be completed		
E	Of the school staff reported above report the number that have completed ISP / FBI Fingerprint Criminal History Check		
F	Subtract 3E from 3A and enter the total remaining to be background checked		
G	Date by which the fingerprint check will be completed		

5. School Volunteers – All active non-salaried persons who assist the school as a volunteer working in a child based program volunteer coaches, children’s programs, field trips, lunch room, concession volunteers, volunteer teachers aid, etc. Please complete A – G.

Volunteers	Audit Inquiry	Enter 2013 Response Here	Reported 2012
A	Total number of volunteers. <i>Enter total number assisting as a volunteer in a child based programs for PSR, School if applicable, and parish.</i>		
B	Number Completing PGC Training		
C	Subtract 3B from 3A and enter the total remaining to be trained		
D	For those not trained enter date by which training will be completed		
E	Of the volunteers reported above report the number that have completed a Criminal History Check		
F	Subtract 3E from 3A and enter the total remaining to be background checked		
G	Date by which the Criminal History Check will be completed		

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 school is planning on closing those gaps.



School:

Section 1

Reporting on High School Students Personal Safety Training, Educators, School Staff & School Volunteers

Date: _____

RE: High School Principal Training Compliance Letter

Audit Period: July 1, 2012 thru June 30, 2013

TO: Most Reverend Thomas John Paprocki:

The above referenced high 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

Return Instructions: Please return completed audit, and Principal's Safe Environment Letter May 31, 2013 to: Office for Safe Environment, 1615 W. Washington Street, Springfield, IL 62702-4757 or fax to 1-888-927-4141. For questions contact Ember Beddingfield, Director Office for Safe Environment, 217-698-8500, ext. #162, Fax # 1-888-927-4141, Email: ebeddingfield@dio.org.