

ARCHDIOCESE OF MILWAUKEE
SAFE ENVIRONMENT COMPLIANCE DOCUMENTATION
FOR PARISHES AND SCHOOLS

Parish/School _____ **City** _____

Safe Environment Coordinator _____

Pastor, Parish Director, Administrator _____

Audit Period July 1, 20__ to June 30, 20__

DO NOT ALTER THE FORMAT OF THIS DOCUMENT. ANSWER THE QUESTIONS AS WRITTEN.

Provide the number of individuals in each category. To the extent possible, if individuals belong in more than one category, count them in their primary category (e.g. educators who are also parents should be counted as educators).

These numbers should **not be reported cumulatively**. The numbers should reflect the total number of individuals who are active as of June 30, 20__ – how many of them have Safe Environment Education, have background checks and signed Codes of Ethical Standards.

Please note that all three pages of this documentation must be completed and all necessary signatures must be present on this documentation to be compliant.

Children and Youth – include **all** students enrolled in the school and/or parish religious education programs;

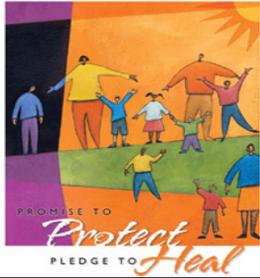
Educators – only salaried teachers in diocesan and parish schools (include principals and administrators);

Parish/School Employees – paid individuals (other than priests/deacons or teachers) who are employed by and work directly for the parish and/or school (e.g., parish ministers, school support staff, rectory personnel).

Volunteers/Others – non-paid individuals who assist the parish and/or school such as catechists, youth ministers, coaches, playground assistants, classroom help, subcontractors, etc.

For Office Use Only:

Date Received by Archdiocese of Milwaukee Safe Environment Office: _____



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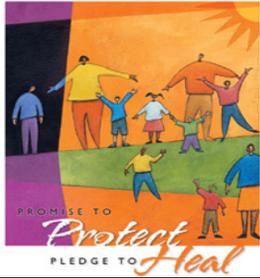
NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Background Checks Completed	Number of Background Checks Remaining	Number of Codes of Ethical Standards Signed and On File	Number of Codes of Ethical Standards Remaining to be Signed and On File
Children and Youth*					*****	*****	*****	*****
Educators		****						
Parish/School Employees		****						
Volunteers/Others		****						

*If a child or youth was absent on the day of instruction but the lesson was sent home, and verification was received from the parent/guardian that the lesson was taught (see Circle of Grace Guideline, Page 3), the student may be counted as trained. Students who received the lesson on another date may also be counted as trained.

Use the space provided below to provide any required narrative explanations.
Children and Youth:
Educators:
Parish/School Employees:
Volunteers/Others:

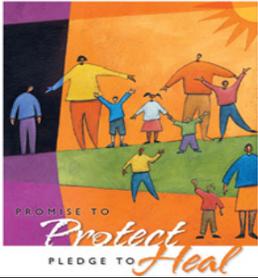
Attach a separate page if additional space is needed to provide explanations.

		Yes No	Explanation
1	Does the parish and/or school have curriculum and materials to verify that safe environment programs exist? If no, provide explanation.		



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		Yes No	Explanation
2	<p>For parents who choose not to have their child participate in diocesan Safe Environment training:</p> <ul style="list-style-type: none"> a) Does the parish and/or school have documentation of the signed parental declination? b) Does the parish and/or school have documentation that the safe environment training materials have been offered to parents? c) If parents refuse to sign any form, has a record been maintained by the parish and/or school? <p>If no, provide explanation.</p>		
3	<p>Has the parish and/or school provided Safe Environment Educational material (newsletters, handouts, etc) to parents?</p> <p>If yes, please explain how they are distributed. If no, please explain.</p>		
4	<p>Has the parish and/or school provided Safe Environment Educational material (newsletters, handouts, etc) to the community at large?</p> <p>If yes, please explain how they are distributed. If no, please explain.</p>		
5	<p>Has the pastor given at least one homily or written a bulletin article addressing Safe Environment during this fiscal year?</p> <p>If not, please explain.</p>		
6	<p>Was the Safe Environment Week Proclamation announced to the parish community either at Mass or in the parish bulletin?</p>		
7	<p>Briefly describe how the parish/school observed Safe Environment Week this year? (You can include a separate sheet of paper with a description, if needed.) (e.g. wearing jeans, dressed in blue, pinwheels, etc.)</p>		



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		Yes No	Explanation
8	Have all background checks listed under Awaiting Review been cleared in your site's CMG Connect account? If not, please explain.		
9	Does your parish have a school and/or a religious education program? If so, please complete the following questions. a) What grade levels are enrolled in the school and/or parish religious education program? b) Was the Circle of Grace curriculum used? c) Has children's data been entered into CMG Connect for all enrolled students receiving Safe Environment instruction? (Please print out the children's data report from CMG Connect for your parish and/or school and attach with this report.) <i>*Please note that all curriculum verification data is to be entered into CMG Connect under children data for both parishes and schools.</i>		

I certify that the information reported is accurate to the best of my ability. **NOTE: All signatures are required.**

 Signature of Safe Environment Coordinator

 Date

 Signature of Pastor, Parish Director or Parish Administrator

 Date

 Signature of Parish Trustee

 Date

Contact Information for Person Completing this Documentation:

Name _____ Phone Number _____ Email _____

Notes: _____