

# Safe Environment Audit

Diocese of Springfield in Illinois Annual Safe Environment Compliance Audit  
Charter for the Protection of Children and Young People

Audit Period: July 1, 2024 through June 30, 2025

**DUE DATE: MAY 15, 2025**

**THE FOLLOWING INSTRUCTIONS ARE FOR DIOCESAN AFFILIATED ENTITY**

**PAGE 1: STAFF TRAINING**

**Audit Reporting:** Reporting on staff

**Completed by:** Safe Environment Coordinator

The person filling out this form completes the contact information below and provides a contact number and email address.

**Instructions:**

- Provide the number of individuals in each category.
- **Definitions:**
  - **Employees:** Paid individuals (not including priests/deacons) who receive a W-2 and are employed by and work directly for your entity.
- Answer the questions under the acknowledgement page.
- A grid is provided below for your convenience.

	Total Number	Of total number, how many have completed background screening/fingerprint requirements?	Expected Completion Date of those without background screen/fingerprints	Of total number, how many have completed safe environment training?	Expected Completion Date of those not safe environment trained
Employees					

**PAGE 2: TRAINING COMPLIANCE LETTER**

**Instructions for Training Compliance Letter**

- Answer questions on the form.
- Signature of administrator at the end

**Once you hit submit, you will receive an email with your submission answers.**