

# 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 PARISH WITH NO SCHOOL**

## **PAGE 1: PSR STUDENTS AND CATHECHISTS' TRAINING**

**Audit Reporting:** Reporting on parish religious program student personal safety training and volunteers

**Completed by:** Parish Safe Environment Coordinator & Directors of Religious Education or Coordinators of Religious Education

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

### **Instructions:**

- Please make sure to indicate any parishes that will be included in the information reported on this section of the audit.
- **If you do not have a PSR program, please indicate where your students attend PSR. Please proceed to p. 2.**
- Provide the number of individuals in each category. A grid is provided below for your convenience.
- Answer questions.
- Please ensure to upload forms. Please reach out to the Office for Safe Environment if you need assistance with forms.

### **Grid 1: Student Data**

	Number of Students Enrolled	Number of Students Who completed SE Training	Date(s) Trained	Number of Students whose parent(s) declined to have their children participate	Number of Students Absent
Kindergarten					
1 <sup>st</sup> Grade					
2 <sup>nd</sup> Grade					
3 <sup>rd</sup> Grade					
4 <sup>th</sup> Grade					
5 <sup>th</sup> Grade					
6 <sup>th</sup> Grade					
7 <sup>th</sup> Grade					
8 <sup>th</sup> Grade					

**Grid 2: Catechist Data - FOR PSR CATHECISTS ONLY**

	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
Catechists (PSR Teacher)					

**PAGE 2: PARISH STAFF AND VOLUNTEERS**

**Audit Reporting:** Reporting on parish staff & parish volunteers

**Completed by:** Parish 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.
- 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 in the school section; volunteer catechists who are also employees should be counted as employees).
- **Definitions:**
  - **Parish Employees**—paid individuals (not including priests/deacons) who receive a W-2 and are employed by and work directly for parishes, including but not limited to DRE, parish ministers, rectory personnel, bookkeeper, maintenance, etc.
  - **Volunteers**—non-paid individuals who assist the parish, including but not limited to youth ministers, lectors, eucharistic ministers to the homebound, parish dinner/picnic volunteers, etc.
- A grid is provided below for your convenience.

**Note: A volunteer should be only counted once on the entire audit. Below is for volunteers for the parish only who have not been counted in previous sections (school volunteers or PSR catechists).**

**For parishes with schools: a volunteer who is both a school and parish volunteer should be counted ONLY as a parish volunteer.**

	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
Parish Employees (Part & Full Time)					
Parish Volunteers					

## **Acknowledgements**

**Audit Reporting:** Reporting on other parish safe environment requirements and training compliance letter.

Completed by: Parish Safe Environment Coordinator & Parish Pastor/Rector/Parochial Administrator

**Instructions:**

- Answer questions on the form.
- Attach a copy of the bulletin with required information.

**Instructions for Training Compliance Letter**

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

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