

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 ELEMENTARY SCHOOL.

PAGE 1: SCHOOL STUDENT TRAINING

Audit Reporting: Reporting on elementary and/or high school students' personal safety training, educators, school staff, and school volunteers

Completed by: Parish Safe Environment Coordinator & School Principal.

Instructions:

- Principal completes the contact information and provides a contact number and email address.
- On the data grid, not every square needs to be filled. Data should only include those students enrolled during the current audit review period.
 - Data will be automatically totaled once submitted to our office. If you would like us to verify your totals once submitted, please let us know.
 - For planning purposes, 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.

	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 st Grade					
2 nd Grade					
3 rd Grade					
4 th Grade					
5 th Grade					
6 th Grade					
7 th Grade					
8 th Grade					
9 th Grade					
10 th Grade					
11 th Grade					
12 th Grade					

PAGE 2: SCHOOL STAFF AND VOLUNTEER TRAINING

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; catechists who are also employees should be counted as employees).
- Definitions:
 - **Educators** – salaried teachers in diocesan and parish schools (including principals and administrators).
 - **School Employees** – paid persons (other than teachers, principals and administrators) who receive a W-2 and are employed by and work directly for schools, including but not limited to school support staff, cafeteria staff, etc.
 - **Volunteers** – non-paid persons who assist the school including but not limited to youth ministers, coaches, etc.

Note: Any volunteer should only be counted once on the entire audit. Below is for volunteers for the school only. A volunteer for both school and parish should be counted for the parish.

- For planning purposes, a grid is provided below for your convenience.
- Once filled, the principal signs and dates. The file can then be **saved**. **You will get a submission draft link that can be emailed to whoever is filling out the rest of the audit.**

	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
Educators (Part & Full Time)					
School Employees (Part & Full Time)					
Volunteers					

PAGE 3: 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 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.**
- 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 st Grade					
2 nd Grade					
3 rd Grade					
4 th Grade					
5 th Grade					
6 th Grade					
7 th Grade					
8 th 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 4: 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					

PAGE 5 & 6: ACKNOWLEDGEMENTS & TRAINING COMPLIANCE LETTER

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 the 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.