

# 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 STAND ALONE SCHOOL WITH  
NO PARISH**

## **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 <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					
9 <sup>th</sup> Grade					
10 <sup>th</sup> Grade					
11 <sup>th</sup> Grade					
12 <sup>th</sup> 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					

## **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 Principal or Administrator at the end

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