ARCHDIOCESE OF MILWAUKEE
COMPLIANCE DOCUMENTATION FOR ENSURING A SAFE ENVIRONMENT IN THE PARISH AND/OR SCHOOL

Parish/School _____**City**_____

Safe Environment Coordinator_____

Pastor, Parish Director, Administrator_____

Audit Period 7/1/20__ to 6/30/20__

**DO NOT ALTER THE FORMAT OF THIS DOCUMENT. ANSWER THE QUESTIONS AS WRITTEN.
USE THE TABLE ON PAGE 2 TO PROVIDE NARRATIVE EXPLANATIONS.**

Provide the number of persons in each category. To the extent possible, if persons 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 should NOT be cumulative numbers. The numbers should reflect the total number of individuals who are active as of June 30, 2024 – 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 persons (other than priests/deacons or teachers) who are employed by and work directly for parishes/schools such as parish ministers, school support staff, rectory personnel, etc.

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

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*					*********	*********	*********	*********
Educators		****						
Parish/School Employees		****						
Volunteers/Others		****						

*The number trained under children and youth should reflect those who have/have not received safe environment curriculum during the audit period. If a child/youth was absent on the day of the lesson but it was sent home, and verification was received back from the parent/guardian that the lesson was taught (See Circle of Grace Guideline, Page 3) or given on another date count them as trained.

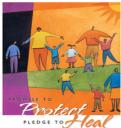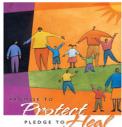| **Use the space below to explain any gaps between the total numbers and the numbers remaining to be trained, have backgrounds, or read and sign the Code of Ethical Standards and how the parish and/or school is planning on closing those gaps.** |
|---|
| **Children and Youth:** |
| **Educators:** |
| **Parish/School Employees:** |
| **Volunteers/Others:** |

Please include a separate page if additional space is needed for providing any 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.**		

		Yes No	Explanation
2	For those parents who choose not to have their child participate in the diocesan safe environment training: 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? **If no, provide explanation.**		
3	Has the parish and/or school provided Safe Environment Educational material (newsletters, handouts, etc) to parents? **If yes, please explain how they are distributed.** **If no, please explain.**		
4	Has the parish and/or school provided Safe Environment Educational material (newsletters, handouts, etc) to the community at large? **If yes, please explain how they are distributed.** **If no, please explain.**		
5	Has the pastor given this fiscal year at least one homily or wrote a bulletin article addressing the issue of Safe Environment? **If not, please explain.**		
6	Was the Safe Environment Week Proclamation announced to the parish either at Mass or in the Bulletin?		
7	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.)		

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

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: _____