



## Catholic School Safe Environment Annual Audit Report Instructions

*The school administrator and SEC are responsible for tracking all employees, educators and volunteers and submitting this report annually, no later than July 15<sup>th</sup> to the Diocesan Safe Environment Office.*

*This information is required for the Annual USCCB Audit which assesses the implementation of The Charter for the Protection of Children and Young People.*

### **Audit Report Instructions**

The Charter auditors are looking for the total number of employees, educators and volunteers that were required to be Safe Environment Certified and are active as of June 30<sup>th</sup>.

**It includes those that were active and Safe Environment Certified in prior years – not just those Safe Environment certified during the current year. It does not reset to zero each year.**

**Hint:** If you could gather all the current, active adult volunteers and take a photo of them all together on June 30, how many would there be? That total will be entered under the Adult Volunteer section.

Include: (note definitions under each role on the form)

- All employees active as of June 30<sup>th</sup> (NOT CLERGY)
- All educators active as of June 30<sup>th</sup>
- All volunteers active as of June 30<sup>th</sup>

Do Not Include:

- Anyone that became inactive and therefore were archived prior to June 30<sup>th</sup>
- Anyone who is not required to be Safe Environment Certified.

# Catholic School Safe Environment Annual Audit Report

The information on this report form should reflect the total number of employees, educators and volunteers that were required to be Safe Environment Certified and are active as of June 30<sup>th</sup>.

**NAME OF SCHOOL:** \_\_\_\_\_

**ADULT EMPLOYEES:** (active as of June 30<sup>th</sup> - NOT CLERGY)

**PAID** persons (other than priests/deacons or educators) who are employed by and work directly for the diocese, or parishes/schools or other organization such as diocesan/chancery/pastoral center staff, ministers who are paid, parish/school support staff, office staff, school coaches, CCS, etc.

1. TOTAL EMPLOYEES: \_\_\_\_\_
2. TOTAL SE CERTIFIED (Safe Environment requirements completed): \_\_\_\_\_
3. TOTAL NOT SE CERTIFIED: (Expired or requirements not completed): \_\_\_\_\_
4. TOTAL BACKGROUND CHECKS COMPLETED: \_\_\_\_\_
5. TOTAL BACKGROUND CHECKS NOT COMPLETED OR EXPIRED: \_\_\_\_\_

**If you have a number other than zero in #3 or #5 above, please explain why:**

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**YOUTH/MINOR EMPLOYEES:** (active as of June 30<sup>th</sup>)

**PAID** persons (other than priests/deacons or educators) who are employed by and work directly for the diocese, or parishes/schools or other organization such as diocesan/chancery/pastoral center staff, ministers who are paid, parish/school support staff, office staff, school coaches, CCS, etc.

1. TOTAL YM EMPLOYEES: \_\_\_\_\_
2. TOTAL SE CERTIFIED (Safe Environment requirements completed): \_\_\_\_\_
3. TOTAL NOT SE CERTIFIED: (Expired or requirements not completed): \_\_\_\_\_

**If you have a number other than zero in #3 above, please explain why:**

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**ADULT EDUCATORS:** (active as of June 30<sup>th</sup>)

**PAID** teachers, teacher/classroom aids, principals, vice-principals, administrators, school librarians, and school counselors in diocesan/parish schools.

1. TOTAL EDUCATORS: \_\_\_\_\_
2. TOTAL SE CERTIFIED (Safe Environment requirements completed): \_\_\_\_\_
3. TOTAL NOT SE CERTIFIED: (Expired or requirements not completed): \_\_\_\_\_
4. TOTAL BACKGROUND CHECKS COMPLETED: \_\_\_\_\_
5. TOTAL BACKGROUND CHECKS NOT COMPLETED OR EXPIRED: \_\_\_\_\_

**If you have a number other than zero in #3 or #5 above, please explain why:**

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**ADULT VOLUNTEERS:** (active as of June 30<sup>th</sup>)

**UNPAID** persons who assist the diocese, parish, or school such as catechists, youth and other parish and school volunteers, ministry volunteers, fraternal and other organization volunteers, etc.

1. TOTAL VOLUNTEERS: \_\_\_\_\_
2. TOTAL SE CERTIFIED (Safe Environment requirements completed): \_\_\_\_\_
3. TOTAL NOT SE CERTIFIED: (Expired or requirements not completed): \_\_\_\_\_
4. TOTAL BACKGROUND CHECKS COMPLETED: \_\_\_\_\_
5. TOTAL BACKGROUND CHECKS NOT COMPLETED OR EXPIRED: \_\_\_\_\_

**If you have a number other than zero in #3 or #5 above, please explain why:**

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**YOUTH/MINOR VOLUNTEERS:** (active as of June 30<sup>th</sup>)

**UNPAID** persons who assist the diocese, parish, or school such as catechists, youth and other parish and school volunteers, ministry volunteers, fraternal and other organization volunteers, etc.

1. TOTAL YM VOLUNTEERS: \_\_\_\_\_
2. TOTAL SE CERTIFIED (Safe Environment requirements completed): \_\_\_\_\_

3. TOTAL NOT SE CERTIFIED: (Expired or requirements not completed): \_\_\_\_\_

**If you have a number other than zero in #3 above, please explain why:**

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I certify that the Catholic Diocese of Salt Lake City Safe Environment Program for The *Charter* is implemented at \_\_\_\_\_ and that all individuals

(*School*)  
that are actively employed or volunteering as of June 30<sup>th</sup>, \_\_\_\_\_ have been tracked and included in this report.

Dated: \_\_\_\_\_

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*SEC Name*

*SEC Signature*

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*Principal Name*

*Principal Signature*

Please submit your report annually ***NO LATER THAN July 15<sup>th</sup>!***

Catholic Diocese of Salt Lake City  
Office of Safe Environment  
27 C Street  
Salt Lake City, Utah 84103  
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