

**Reporting Form Instructions**

Attached you will find a copy of the 2023 Safe Environment Certification form that is required every year, from every parish in the Archdiocese of Denver. The questions on this certification form are taken from the [USCCB Annual Audit](https://www.usccb.org/resources/2021%20CYP%20Annual%20Report.PDF%20(1).pdf) questionnaire.

Please become familiar with the three areas of Safe Environment which are outlined in the *Pastor Checklist*. This information is available at [www.ArchDen.org](http://www.ArchDen.org)  [Child Protection  Site Administrator Resources](https://archden.org/protection/site-administrator-resources/) Pastor Checklist.

**Adults Initial Training/Background Check/Code of Conduct**: PRESCHOOL FORM: The Charter requires that ALL adult employees (regardless of position-if they are paid with a payroll check they are an employee) be safe environment compliant, as well as all volunteers with minors.

Most employees have 90-days from date of hire to complete initial live training (unless they are working with minors or employed by Catholic Schools-then they need training prior to starting and are reported separately to the Office of Catholic Schools).

Volunteers must take training prior to volunteering with youth.

Both are required to have a [background check](https://selection.com/) prior to employment or volunteering and to sign the **2022** [Code of Conduct.](https://archden.org/wp-content/uploads/2022/06/Code-of-Conduct-2022.pdf)

For each of these elements, please indicate total employees and volunteers active as of 12/31/22.

Do not include clergy, religious, Catholic school employees and Catholic school volunteers on this form.

**Adult Refresher Training**: PRESCHOOL FORM: It is required in the Archdiocese that all adult employees and all volunteers with minors take refresher training (online is available) and have a new background check every 5 years.

Please indicate how many employees and volunteers with minors were due for 5-year refresher training and a new background check in 2022 and how many of those were completed.

Do not include clergy, religious, Catholic school employees and Catholic school volunteers on this form.

If you or your staff have any questions, please contact [Christi.Sullivan@ArchDen.org](mailto:Christi.Sullivan@ArchDen.org) or 303-715-3241

or [Alex.Kwan@ArchDen.org](mailto:Alex.Kwan@ArchDen.org) or 303-715-2085.

Preschool name and location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Person(s) completing form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pursuant to Article 12 and Article 13, of the USCCB Charter for the Protection of Children and Young People; As Pastor of the above-described parish(es) in the Archdiocese of Denver, I have been made aware of and implemented the Safe Environment Program for children, youth, parents, ministers, educators, volunteers and others about the ways to make and maintain safe environment for children and young people. I have also evaluated the background of paid personnel and volunteers whose duties include ongoing, unsupervised contact with minors.

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| **ADULTS-Initial Live Training/Background check/Code of Conduct** |

**SECTION 1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Section 1A | Section 1B | Section 1C | Section 1D | Section 1E | Section 1F |
| Category | Total # active  on 12/31/22 that have ever had **live** **training** (not just those in 2022) | Total # active on 12/31/22 that have never had **live** **training** | Total # active employees and volunteers  on 12/31/22  **(1A+1B=1C)** | Total from Column 1C that have ever had a **background check** (not just those in 2022) | Total number from Column 1C that have never had a **background** **check** | Total number from Column 1C that have signed the **2022** **Code of Conduct** |
| **All Employees\*** as 12/31/22 full & part time |  |  |  |  |  |  |
| **Volunteers** with minors**\*** as of 12/31/22 (i.e., catechists, youth ministry, scouts, etc.) |  |  |  |  |  |  |

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| **ADULTS-5 Year Refresher Training/Background Checks Due in 2022** |

In the Archdiocese of Denver, a 5-year refresher training and 5-year background recheck is required. Please indicate those that were due for their 5-year refresher in 2022.

**SECTION 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Section 2A | Section 2B | Section 2C | Section 2D | Section 2E |
| Category | Total # required to do 5-year refresh training in 2022 | Total # 5-year refresher training completed in 2022 | Total # left to complete refresher training ASAP  **(Column 2A-2B=2C)** | Total # 5-year background  rechecks Completed in 2022 | Total # 5-year background rechecks left to do ASAP |
| **Employees\*** (of those **in Section 1C** how many were due for 5-year refresher in 2022?) |  |  |  |  |  |
| **Volunteers** with minors**\*** (**of those in Section 1C** how many were due for 5-year refresher in 2022?) |  |  |  |  |  |

**(\*excluding clergy, religious, school employees and school volunteers) (there should be no blank boxes-please indicate total numbers even if total is zero)**

**Pastor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please retain a copy for your records)**