
Preschool Reporting Form Instructions

Attached you will find a copy of the 2024 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](#) 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 ⇒ [Child 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 must have training prior to starting their position. School employee compliance is reported separately to the Office of Catholic Schools).

All volunteers must take training prior to volunteering with youth.

Both are required to have a [background check](#) prior to employment or volunteering and to sign the [Code of Conduct](#). (July 1, 2022, or later)

For each of these elements, please account for **total parish employees and parish volunteers active as of 12/31/23**.

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 2023 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 or 303-715-3241 or Alex.Kwan@ArchDen.org or 303-715-2085.

PRESCHOOL FORM

Safe Environment Certification

Due to: Archdiocese of Denver - Office of Minor and At-Risk Adult Protection

Christi.Sullivan@ArchDen.org or Alex.Kwan@ArchDen.org

No Later Than February 28, 2023

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.

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

SECTION 1

Category	Section 1A Total # active on 12/31/23 that have ever had live training (not just those in 2023)	Section 1B Total # active on 12/31/23 that have never had live training	Section 1C Total # active employees and volunteers on 12/31/23 (1A+1B=1C)	Section 1D Total from Column 1C that have ever had a background check (not just those in 2023)	Section 1E Total number from Column 1C that have never had a background check	Section 1F Total number from Column 1C that have signed the Code of Conduct
All Employees* as 12/31/23 full & part time						
Volunteers with minors* as of 12/31/23 (i.e., catechists, youth ministry, scouts, etc.)						

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

Category	Section 2A Total # required to do 5-year refresh training in 2023	Section 2B Total # 5-year refresher training completed in 2023	Section 2C Total # left to complete refresher training ASAP (Column 2A-2B=2C)	Section 2D Total # 5-year background rechecks Completed in 2023	Section 2E Total # 5-year background rechecks left to do ASAP
Employees* (of those in Section 1C how many were due for 5-year refresher in 2023?)					
Volunteers with minors* (of those in Section 1C how many were due for 5-year refresher in 2023?)					

(*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)