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## 2025 Form B - Parish– Adult Safe Environment Compliance

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The Safe Environment Certification form (Form B) is required every year from every parish in the Archdiocese of Denver in order to certify Safe Environment compliance of all adult employees and all adult volunteers working with minors per the

[USCCB Charter for the Protection of Children and Young People](#)

- This form is for **parish** staff and volunteers only. Do not include clergy, religious, or Catholic school employees or volunteers.
  - This is a “snapshot” report and should only count employees and volunteers with minors **active as of 12/31/24**.
  - The counts provided should be retrieved from and match information in the VIRTUS database.
  - The Archdiocesan requirements of Safe Environment compliance are outlined in the [Pastor/Parish SE Checklist](#) which is available at [archden.org/protection/site-administrator-resources/](http://archden.org/protection/site-administrator-resources/)
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### **Section 1: Adults *Initial Training/ Initial Background Check/ Current Code of Conduct*:**

Indicate compliance status of ALL adult employees (regardless of position) and all volunteers working with minors in the following:

- 1) Initial *Live* Safe Environment Training
- 2) Initial Archdiocesan background check
- 3) Signed a currently valid [Code of Conduct](#) (July 1, 2022 or later)

### **Section 2: Adult Refresher Training and Background Checks**

The AOD requires that all adult employees and all volunteers with minors take refresher training and have a new background check every 5 years. Indicate status of refresher training and background checks due in 2024.

### **Section 3: Plan for Compliance (if applicable)**

If training, background checks, Code of Conduct, or refreshers are missing in Section 1 or 2 , please use this area to describe plans for bringing into compliance and projected date of completion.

Please submit forms or direct any questions to [Alex.Kwan@ArchDen.org](mailto:Alex.Kwan@ArchDen.org) (303-715-2085).

**FORM B – FOR BUSINESS MANAGER – FORM B****Adult Safe Environment Certification****Due to: Alex Kwan at [Alex.Kwan@ArchDen.org](mailto:Alex.Kwan@ArchDen.org) - No Later Than February 28, 2025**

Parish name and location: \_\_\_\_\_ Other Parishes/Missions-if included: \_\_\_\_\_

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

**SECTION 1****ADULTS-Initial Live Training/Initial Background Check/Current Code of Conduct**

	Section 1A	Section 1B	Section 1C	Section 1D	Section 1E	Section 1F	Section 1G
Category	Total # active on 12/31/24 (B+C, D+E and F+ G should each equal this number)	# of those in 1A that have <u>ever</u> had <b>live</b> <b>training</b> (not just those in 2024)	# of those in 1A have <u>never</u> had <b>live training</b>	# of those in 1A that have <u>ever</u> had a <b>background</b> <b>check</b> (not just those in 2024)	# of those in 1A that have never had a <b>background</b> <b>check</b>	# of those in 1A that have signed the <b>Code</b> <b>of Conduct</b> (after 7/1/22)	# of those in 1A that have NOT signed the <b>Code</b> <b>of Conduct</b> (after 7/1/22)
<b>All Employees*</b> as 12/31/24 full & part time							
<b>Volunteers</b> with minors* as of 12/31/24 (i.e., catechists, youth ministry, scouts, etc.)							

**SECTION 2****ADULTS-5 Year Refresher Training/Background Checks Due in 2024**

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 2024.

	Section 2A	Section 2B	Section 2C	Section 2D	Section 2E	Section 2F
Category	Total # refresher trainings <b>required in 2024</b>	# refresher trainings from 2A <b>completed in</b> 2024	# refresher trainings from 2A <b>left to complete</b> <b>ASAP</b>	Total # of background rechecks <b>required in 2024</b>	# of background rechecks from 2D <b>completed</b> in 2024	# of background rechecks from 2D <b>left to complete</b> <b>ASAP</b>
<b>Employees*</b> (of those <u>in Section 1A</u> how many were due for 5-year refreshers in 2024?)						
<b>Volunteers</b> with minors* ( <u>of those in Section 1A</u> how many were due for 5-year refreshers in 2024?)						

(\*excluding clergy, religious, school employees and school volunteers)

(there should be no blank boxes-please indicate total numbers even if total is zero)

**SECTION 3 -****Plan and completion date for reaching compliance (if applicable due to employees/volunteers missing items)**

Pursuant to Article 12 and 13 of the USCCB Charter for the Protection of Children & Young People; as Pastor of the parish(es) above 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, contact with minors.

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