

Preschool Reporting Form Instructions

The PRESCHOOL Safe Environment Certification form is required every for parishes that have a formal Preschool program 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 preschool** staff and volunteers only. Because the preschool is not usually a ministry of the school, compliance is not being counted by the school.
- If it is verified that the school principal will include this information in the school report to Office of Catholic Schools, please notify Alex.Kwan@archden.org so that it can be noted.
- 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/

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.

PRESCHOOL FORM

Due to: Alex Kwan at 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

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

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.

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