



Information for Completing the Annual Parish Report for Child Protection Compliance 2016 - 2017

Please review the following information as you complete each section of the Annual Report.

Section 1 (S-1) Audit Reporting Period

The numbers and information reported on this form include only the time period between July 1, 2016 and June 30, 2017.

Section 2 (S-2) Catholic Schools

The Catholic schools will receive their own forms, tailored to the needs of the school population. Please **do not** put any school information on these parish forms.

Section 3 (S-3) Identification of Parish/Rel Ed Program

Please include the name of the person **preparing** the report, so if any questions arise regarding the information, that person may be contacted.

If parishes are combined for Religious Education programs, the form may be completed with information for the entire program. Please identify the parishes that are included in the combined program in this section. Signatures of all pastors whose parishes are involved in the combined program should appear on the back of form where indicated. [See Section 9 (S-9)]

If parishes included in the combined religious education program have any other programs for children that are not included in the Religious Ed program, such as Children's Choir, Boy or Girl Scouts, Altar Server Trainers, Day Care, etc., that parish may include that particular information about employees/volunteers on the same form with the Religious Education program if preferred, or file a separate form. **The main issue is to avoid duplication in reporting.**

Section 4 (S-4) Regular Adult Volunteers

Please enter the total number of regular adult volunteers who worked with children during this audit period. Please do **NOT** include volunteers who are under age 18 (thus, not adults) in your numbers on this report. **Background Checks:** According to state law, clearances must be less than five years old during the time adults are working with children. This number indicates the number of adults who regularly worked with children in this audit period whose clearances are current. These background checks may not necessarily have been done in this audit period if the clearances were already "current" (less than five years old). Ideally, the number of background checks current/completed should match the number of regular adult volunteers listed.

If the number of background checks current/completed does not match the number of regular adult volunteers listed, please note the reason that the background checks are not completed in the space provided and list an expected date of completion. **Please know that if clearances are not current you are out of compliance with state law.**

Online Inservice: This number indicates online inservices that have been completed by all regular adult volunteers working with children. These inservices must have been completed after December 26, 2015 (the posting date of the revised Online Inservice). Ideally, the number of inservices completed should match the number of volunteers listed.

There really is no reason that these inservices should not be completed by the end of the audit period with the availability of the inservice online 24/7.

Section 5 (S-5) Employees

Please enter the number of employees that worked with children regularly during this audit period. This may not necessarily be all of the employees of the parish; for example, if the parish secretary has no regular contact with children, she would not be included in this number.

Background Checks: According to state law, clearances must be less than five years old during the time adults are working with children. This number indicates the number of employees who worked with children in this audit period whose clearances are current. These background checks may not necessarily have been done in this audit period if the clearances were already "current" (less than five years old). Ideally, the number of background checks current/completed should match the number of adult employees listed.

If the number of background checks completed does not match the number of employees listed, please note the reason that the background checks are not completed in the space provided and list an expected date of completion. **Please know that if clearances are not current, you are out of compliance with state law.**

Online Inservice: This number indicates online inservices that have been completed by all adult employees working with children. These inservices must have been completed after December 26, 2015 (the posting date of the revised online inservice). Ideally, the number of inservices completed should match the number of employees listed.

There really is no reason that these inservices should not be completed by the end of the audit period with the availability of the inservice online 24/7.

Section 6 (S-6) Occasional Adult Volunteers

Background Checks and Documentation: According to state law, clearances must be less than five years old during the time adults are volunteering with children. This number indicates the number of adults who volunteered with children irregularly/occasionally in this audit period whose clearances are current. These background checks may not necessarily have been done in this audit period if the clearances were already "current" (less than five years old). Ideally, the number of background checks current/completed should match the number of occasional adult volunteers listed.

If the number of background checks current/completed does not match the number of occasional adult volunteers listed, please note the reason that the background checks are not completed in the space provided and list an expected date of completion. **Please know that if clearances are not current, you are out of compliance with state law.**

Documentation: This number indicates the number of Occasional Adult Volunteers who have completed the *Occasional Volunteer Conduct Form* and the *Mandated Reporter Compliance Document*. These numbers should match the number of Occasional Adult Volunteers indicated.

Section 7 (S-7) Scouts and Day Care

If there are adults, either employees or regular volunteers, involved in Scouting programs and /or day-care programs, please complete this section. This applies to programs either sponsored/owned by the parish or those using parish facilities on a regular basis. If there are no Scouting/daycare programs in the parish, please list zeros in the number of adults' spaces. If these employees or regular volunteers have been listed in other categories, please do not list them here again.

Section 8 (S-8) Religious Education Students

Please list the **total** number of Religious Education students in the parish program including Kindergarten through Twelfth Grade. On the next line, please list the number preschool students in the program and the number of preschool students who were inserviced. If this preschool category is not applicable, please enter "0".

Please list the number of K-12 students who were inserviced, either at the parish or in their public school.

K-12 students whose parents refused to allow them to participate in the training or those who were absent were given or sent a Parental Option Form along with a Parent Training Packet. Using this packet, parents are expected to inservice their own children. Please list the number of students whose parents received this form and packet.

List the number of students whose parents signed the parental option form as a **refusal**. Please send copies of these forms that were signed as refusals to the diocese using information at the end of the page. These are the only Parental Option Forms that need to be sent to the diocese.

List the number of students whose parents signed the Parental Option Form as an **absence**.

List the number of students whose parents **did not sign/return** a Parental Option Form.

The above three numbers should equal the total number of students whose parents received the Parental Option Form and Parent Packet.

Section 9 (S-9) Parents

Parishes are mandated to inservice all parents regarding Child Abuse/Safe environment. There are two ways to accomplish this. The first is that an inservice meeting can be held for parents. The diocese realizes that it might be difficult for parents to attend such an inservice so in place of a meeting, information regarding Safe Environment/Child Abuse can be sent home to all parents. For example, the diocesan *Frequently Asked Questions* brochures or yearly Parent Inservicing Material can be used for this purpose. This inservicing by sending information to parents is **not** the same as the *Parent Training Packet* sent home with those students whose parents refused to let them participate or were absent. Nor is it the same as the letter sent home to parents informing them of the date and time of the student inservicing. This category refers to additional information that must be sent to **all** parents.

List the number of parents (households) who were inserviced by either attending a meeting or by sending inservicing information to them.

Section 10 (S-10) Pastor Verification

Pastor(s) must complete, sign and date this section. If parishes are combined for the Religious Education program, all pastors' signatures should be included.

Section 11 (S-11) Return Date

This form must be returned in **hard copy** to the address below or **fax/scan & email** by **June 14, 2017**. Please make sure that whichever means is used for the return of the form that a **copy** is made and kept on file in the parish child protection records.

Any questions? Contact Mrs. Karen Streett at

childprotection@eriercd.org **(PLEASE NOTE NEW EMAIL FOR OFFICE)**
St. Mark Catholic Center
429 E. Grandview Blvd.
Erie, PA 16504
814-824-1195
FAX 814-824-1181