



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

Please review the following information as you fill out 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) Identification of School

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

Please note: If you have already hired new educators or employees for the 2017-18 school year, you do not need to include them in this audit count. They are to be included in the upcoming audit year.

Section 3 (S-3) Educators

Please enter the number of educators employed by the school (include principals and administrators).

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 educators 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 educators listed.

If the number of background checks completed does not match the number of educators 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.**

Diocesan Online Inservice: This number indicates online inservices that have been completed by all educators. These inservices must have been completed after December 26, 2015 (the posting date of the revised online inservice) The number of inservices completed should match the number of educators listed.

There 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 4 (S-4) Employees (other than educators)

Please enter the number of adults employed by the school that are not included in the educator category.

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, other than educators, 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 educators listed.

If the number of background checks completed does not match the number of educators 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.**

Diocesan Online Inservice: This number indicates online inservices that have been completed by all educators. These inservices must have been completed after December 26, 2015 (the posting date of the revised online inservice) The number of inservices completed should match the number of educators listed.

There 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) Regular Volunteers

Please enter the number of regular volunteers that worked with children during this audit period.

Background Checks: 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 regular volunteers 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 educators listed.

If the number of background checks completed does not match the number of 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.**

Diocesan Online Inservice: This number indicates online inservices that have been completed by all regular volunteers. These inservices must have been completed after December 26, 2015 (the posting date of the revised online inservice) The number of inservices completed should match the number of educators listed.

There 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 Volunteers

Background Checks: 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 occasional volunteers 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 educators listed.

If the number of background checks completed does not match the number of occasional 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 volunteers who have completed the *Occasional Volunteer Conduct Form* and the *Mandated Reporter Compliance Document*. This number should match the number of Occasional Volunteers indicated.

Section 7 (S-7) Scouts and Day Care/Before and After School Care (most likely does not include high schools)

If there are adults, either employees or regular volunteers, involved in Scouting programs and /or daycare or before/after school programs, please complete this section. This applies to programs either sponsored/owned by the parish/school or those using parish/school facilities on a regular basis. If there are no Scouting/daycare programs in the school, please list zeros in the number of adults' spaces. If the parish report is listing these numbers, especially Scouts or daycare, **please do not "double" report.** Also, if adults involved in these areas have already been listed in another category (such as educators, who might work in the after school program) do NOT enter them here. This would be double reporting.

Section 8 (S-8) Catholic School Students

Please list the total number of Catholic School students from Kindergarten through Twelfth Grade. On the next line, please list the number Preschool students and the number of preschool students who were inserviced. If the preschool category does not apply, please enter "0".

Please list the number of K-12 students who were inserviced

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

Schools 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/mailed to all parents. For example, the diocesan *Frequently Asked Questions* brochures regarding Child Abuse and the Child Abuse Policy can be used for this purpose. It is the responsibility of the school to select the information that is sent home and this process can be assisted by accessing the resources listed at the end of the diocesan Child Protection website. 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 is additional information and must be sent to **all** parents.

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

Section 10 (S-10) Principal Verification Form

Principals must complete and sign this section.

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 no matter which means is used for the return of the form, that a **copy** is made and kept for the school 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