



# Information for Completing the Annual Parish Report for Child Protection Compliance 2008-2009

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, 2008 and June 30, 2009.

## **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(es)**

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 from 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 10 (S-10)]

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. The main issue is to avoid the duplication of reporting.

## **Section 4 (S-4) Volunteers**

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

**Background checks:** This number includes background checks that have been completed for all adult volunteers working regularly with children. These background checks may not necessarily have been done in this audit period if the person has continuously volunteered from the time the background check was originally done. For example, if a volunteer has been a catechist for four continuous years and had the background check completed when he/she began, then this person will be included in the number of background checks completed. Ideally, the number of background checks completed should match the number of volunteers 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.

## **(S-4) Volunteers (cont'd)**

**Inservice:** This number includes inservices that have been completed for all adult volunteers working regularly with children. These inservices may not necessarily have been done in this audit period if the person has continuously volunteered from the time the original inservice (and required 2007 re-inservice) was done. For example, if a volunteer has been a catechist for four continuous years and had the inservice and 2007 re-inservice completed, then this person will be included in the number of inservices completed. Ideally, the number of inservices completed should match the number of volunteers listed.

If the number of inservices completed does not match the number of volunteers listed, please note the reason that the inservices are not completed in the space provided and list an expected date of completion.

## **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:** This number includes background checks that have been completed for all adult employees working regularly with children during this audit period. These background checks may not necessarily have been done in this audit period if the person has been continuously employed at the parish from the time the background check was first done. For example, if an employee has been a Religious Education leader for four continuous years and had the background check completed when he/she began, this person will be included in the number of background checks completed. Ideally, the number of background checks completed should match the number of volunteers 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.

**Inservice:** This number includes inservices that have been completed for all adult volunteers working regularly with children. These inservices may not necessarily have been done in this audit period if the person has continuously volunteered from the time the original inservice (and required 2007 re-inservice) was done. For example, if a volunteer has been a catechist for four continuous years and had the inservice and 2007 re-inservice completed, then this person will be included in the number of inservices completed. Ideally, the number of inservices completed should match the number of volunteers listed.

If the number of inservices completed does not match the number of employees listed, please note the reason that the inservices are not completed in the space provided and list an expected date of completion.

## **Section 6 (S-6) Religious Education Students**

Please list the total number of Religious Education students in the parish program from Preschool through Twelfth Grade.

Please list the number of students who were inserviced **ON** site at the parish.

Please list the number of students who were inserviced **OFF** site, such as in-home Confirmation classes, approved public school in-servicing, etc. This number does NOT include those students inserviced by their parents using the take-home packets.

## **(S-6) Religious Education Students (cont'd)**

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 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 7 (S-7) 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 regarding Child Abuse and the Child Abuse Policy can be used for this purpose. It is the responsibility of parishes/schools 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 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 8 (S-8) Adult Inservice Meetings**

List all adult inservices presented in the parish from *July 1, 2008 through June 30, 2009*. List place, date and presenter for all inservices/re-inservices presented to adults.

## **Section 9 (S-9) Pastor Verification**

If this report is being filed electronically, please type the information requested along with the pastor's name and the parish Finance Office code. If parishes are combined for the Religious Education program, all pastor's names and Finance Office code numbers should be included.

If this report is being completed on paper, the pastor(s) must complete, sign and date this section.

## **Section 10 (S-10) Return Date**

This form must be returned **either** electronically (preferred), in hard copy to the address below, or fax by July 6, 2009. 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 records.

Any questions? Contact Mrs. Karen Streett  
kstreett@eriercd.org  
St. Mark Catholic Center  
429 E. Grandview Blvd.  
Erie, PA 16504  
814-824-1222  
FAX 814-824-1239