



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

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, 2008 and June 30, 2009.

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.

Section 3 (S-3) Educators

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

Background checks: This number includes background checks that have been completed for all educators. These background checks may not necessarily have been completed in this audit period if the person has been continuously employed at the school from the time the background check was first done. In other words, if an adult has been an employee at the school for four continuous years and had the background checks 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 employees 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.

Inservice: This number includes inservices that have been completed for all educators. These inservices may not necessarily have been done in this audit period if the person has continuously worked from the time the original inservice (and required 2007 re-inservice) was done. For example, if an educator has been employed 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 educators listed.

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

Section 4 (S-4) Employees

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

Background checks: This number includes background checks that have been completed for all adults employed by the school that are not included in the educator category. These background checks may not necessarily have been completed in this audit period if the person has been continuously employed at the school from the time the background checks were first done. In other words, if an adult has been an employee at the school for four continuous years and had the background checks 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 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.

Inservice: This number includes inservices that have been completed for all employees. These inservices may not necessarily have been done in this audit period if the person has continuously worked from the time the original inservice (and required 2007 re-inservice) was done. For example, if an employee has worked 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 employees 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 5 (S-5) 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 during this audit period. 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 first done. If the adult has been a volunteer, for example, for four continuous years and had the background checks 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.

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 volunteered 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 6 (S-6) Catholic School Students

Please list the total number of Catholic School students from Preschool through Twelfth Grade.

Please list the number of students who were inserviced onsite at the school.

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

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 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

List all adult inservices presented at the school from *July 1, 2008 through June 30, 2009*. List place, date and presenter for all inservices presented to adults.

Section 9 (S-9) 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 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
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Erie, PA 16504
814-824-1222
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