



Diocese of Fort Worth

2018-2019 AUDIT FOR DIOCESAN PARISHES AND/OR SCHOOLS



March, 2019

Dear Safe Environment Coordinators, DREs, and School Principals:

Upon completion of the Safe Environment classes ("Called to Protect") with children and youth for the 2018-2019 school year, please submit the 2018-2019 Audit Report and supporting documents **AS SOON AS POSSIBLE**.

This year, **FOR THE FIRST TIME**, we strongly encourage you to fill out the Safe Environment Audit forms on line at: <https://fwdioc.org/audit-forms>, rather than mailing them in. We also suggest that you print out all of the completed documents and supporting materials for local parish and school audit purposes. This year there is no need to mail copies of the 2018-2019 Audit Task Form, and the Final Audit Report to the Diocese Safe Environment office, but do keep the original documents at the parish or school.

For the upcoming *Charter Compliance Audit* for 2019, we ask that you provide the following:

1. **Letter of Compliance** – A letter addressed to Bishop Olson from your pastor, principal, or pastoral administrator, verifying that the "Called to Protect" program for children and youth has been implemented, adult safe environment training (along with screening for adults) has taken place and there is compliance with the Diocesan Code of Conduct. When entering the information on line, you will be required to upload the Letter of Compliance to the Bishop. Alternately, you can mail the Letter of Compliance to the Diocese Safe Environment Office.
2. **Audit Task Form** - Verifies the parish/school Safe Environment Program record-keeping.
3. **Final Audit Report** - Documents the number of children and youth who attended, did not attend, or "opted out" (no parental permission to attend) the "Called to Protect" sessions between July 1, 2018 and April 30, 2019.
4. **Parent Consent Forms** – Signed forms are required from any parent who does not wish their child(ren) to attend the "Called to Protect" session. Parish/School staff must verify that parents have received materials to use to teach their children self-protection skills. If you are requiring parent signed permission slips granting consent to participate in the Safe Environment session, please retain those as well.

Please complete the online forms (<https://fwdioc.org/audit-forms>) on or before **May 1, 2019**.

Be sure to retain copies of all letters, forms and reports requested for this audit, for your files.

Directions:

Using the Sample Audit Compliance Letter on the Diocesan webpage as a suggested guide, please create a Compliance Letter on Parish or Catholic School letterhead, and signed by the Pastor, Pastoral Administrator, or Principal. In signing the Compliance Letter, the Pastor/Administrator or Principal verifies that the Safe Environment Programs and trainings for your parish or school between **July 1, 2018 and April 28, 2019**, have taken place. As you complete the Final Audit Report online (at the link below) you will be prompted to upload the Letter of Compliance to the Bishop.

<https://fwdioc.org/audit-forms>

Thank you for another year of supporting each other in the effort to protect children and youth in our parishes and schools.

If you need assistance, please contact:

Nancy Mitchell, Assistant Director of Safe Environment at nmitchell@fwdioc.org or 817.945.9341