



PARISH/SCHOOL: _____

ADDRESS: _____

DATE: _____

SEC (Safe Environment Champion): _____

Please enter the number of: [DO NOT COUNT AN INDIVIDUAL MORE THAN ONCE]

Clergy		Deacons		Religious Brothers/Sisters		Employees/Staff		Volunteers	
--------	--	---------	--	-------------------------------	--	-----------------	--	------------	--

** If the information provided on this form is for a Catholic Diocese School

Please enter the number of Catholic School Teachers: (including substitute teachers in the Catholic Schools of the Diocese of Fort Worth, i.e. Salaried teachers, principals and administrators. This role is NOT for Catechists or Parish Religion Educator staff (they should use the volunteer role or employee role)	
---	--

Location	Yes	No	Evidence/Explanation
Are all of the sign-in sheets (for your parish/school) kept on file for the Safe Environment Awareness sessions for adults?			

Volunteers	Yes	No	Evidence/Explanation
1. Is there a completed volunteer application for every volunteer?			
2. Is there evidence that every volunteer has completed the Safe Environment Training?			
3. Is there evidence that volunteers have attended the Safe Environment Training every three years?			
4. Is there a signed Code of Conduct Agreement form kept for every volunteer (either electronic or paper copy)?			
5. Are results from a Criminal Background Investigation in the file of every adult volunteer?			
6. Are results from reference checks in the file of every adult and underage volunteer?			
7. Does a volunteer know how to contact Child Protective services?			
8. Does a volunteer know how to report a Confidential Notice of Concern regarding inappropriate boundary violations?			
9. Are there at least two adults or 1 adult and two teens in Religious classes and/or activities?			
10. Does the Pastor/Principal/Supervisor know how to contact the Victim Assistance Ministry, if sexual misconduct is suspected?			

Employees	Yes	No	Evidence/Explanation
1. Is there evidence that every employee has had Safe Environment Training?			
2. Is there evidence that employees have attended the Safe Environment Training every three years?			

3. Are the results from a National Criminal search (CORESCREENING or ScreeningOne) kept for every employee?			
4. Is there a signed Code of Conduct Agreement form kept for every employee (either electronic or paper copy)?			
5. Is there a completed employee application for every employee?			
6. Are results from reference checks in the file of every employee?			
7. Does an employee know how to contact Child Protective services?			
8. Does an employee know how to report a Confidential Notice of Concern regarding inappropriate boundary violations?			
9. Does the Pastor/Principal/Supervisor know how to contact the Victim Assistance Ministry, if sexual misconduct is suspected?			

Parents/Other Adults	Yes	No	Evidence/Explanation
1. Have parents/other adults been offered the opportunity to attend Safe Environment Training?			
2. Is there documentation promoting/advertising these opportunities?			

Children/Youth	Yes	No	Evidence/Explanation
1. Has the <i>Keeping Children and Youth Safe</i> program been made available to all families in the parish programs and/or Catholic schools?			
2. Is the parish/school reinforcing the information in the <i>Keeping Children and Youth Safe</i> program in its classes?			<i>Please describe:</i>
3. Are opt-out letters on file?			
4. Were resource materials provided to parents whose children opted-out of the <i>Keeping Children and Youth Safe</i> program?			

Additional Comments/Notes: _____

Signatures:

Safe Environment Champion: _____

Pastor/Principal: _____

Individual who submitted the above information: _____

Please print and keep a copy of this completed form.

**Nancy Mitchell, Assistant Director
Safe Environment
The Catholic Center
800 West Loop 820 South, Fort Worth, TX 76108
nmitchell@fwdioc.org
817-945-9341 (direct)**