

SCHOOL WORKSHEET

2023-2024 Diocesan Safe Environment Survey for the USCCB Audit

Please keep Parish and School Data Separate

Diocese of Green Bay Office of Safe Environment Department
Questions contact Deb Knaus at dknaus@gbdioc.org or 920-272-8198

Please complete online the Safe Environment Survey and submit no later than Friday **May 17, 2024**. Data is for the 2023-2024 audit year. (July 1, 2023- June 30, 2024)

1. VIRTUS TRAINING:

Training for Educators – *salaried* teachers in diocesan/eparchial and parish schools (**include principals and administrators**)

All Educators are required to complete the VIRTUS “Protecting God’s Children” Adult Awareness Training prior to the first day of employment.

Total Educators Employed in Audit Year	Number of Educators VIRTUS Trained

Training for School Employees – *paid* persons (**other than priests, deacons, teachers, principals and administrators**) who are employed by and work directly for schools such as school support staff, maintenance and janitorial personnel, aides, etc. *All paid school employees regardless of how many hours a week/month they work. If a person is on the school payroll they are considered an employee.*

All school staff are required to complete the VIRTUS “Protecting God’s Children” Adult Awareness Training regardless of position or job title, prior to the first day of employment.

Total School Employees	Number of School Employees VIRTUS Trained

Training for all School Volunteers overseeing minors (under age 18).

Total Volunteers are all Volunteers who have had contact overseeing minors in the current audit year. All School volunteers who have contact overseeing minors (under age 18) as part of their volunteer duties, are required to complete the VIRTUS “Protecting God’s Children” Adult Awareness Training, prior to any volunteer duties.

Total School Volunteers	Number of these School Volunteers who are VIRTUS Trained

PLEASE NOTE- an explanation must be submitted for any differences from Total numbers to VIRTUS trained numbers.

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You must submit with your signed Signature Page a spreadsheet of people counted under VIRTUS Total Educators, Employees and VIRTUS Total volunteers showing a verified VIRTUS training date.

Data is for the 2023-2024 audit year. (July 1, 2023- June 30, 2024)

2. BACKGROUND CHECKS:

Background Checks for Educators – *salaried* teachers in diocesan/eparchial and parish schools (**include principals and administrators**)

All educators are required to have a Diocese of Green Bay approved background check prior to confirmation of employment.

Total Educators	Number of Educators with a Diocese of Green Bay Approved Background Check

Background Checks for School Employees – *paid* persons (**other than priests, deacons, teachers, principals and administrators**) who are employed by and work directly for schools such as school support staff, maintenance and janitorial personnel, aides, etc.

All paid School employees regardless of how many hours a week/month they work. If a person is on the school payroll they are considered an employee.

All school staff are required to have a Diocese of Green Bay approved background check, regardless of position or job title, prior to confirmation employment.

Total School Employees	Number of School Employees with a Diocese of Green Bay Approved Background Check

Background Checks for School Volunteers overseeing minors (under age 18).

Total School Volunteers are all Volunteers who have had contact overseeing minors (under age 18) in the current audit year.

All School volunteers, who have contact overseeing minors (under age 18) as part of their volunteer duties, are required to have a Diocese of Green Bay approved background check prior to volunteering.

Total School Volunteers	Number of School Volunteers with a Diocese of Green Bay Approved Background Check

PLEASE NOTE- an explanation must be submitted for any differences from Total numbers to Background Checked numbers.

You must submit with your signed Signature Page a spreadsheet of people counted under Background Checked Total Educators, Employees and

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Background Checked Total volunteers showing a verified, completed, and approved background check.

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3. REPORTING ABUSE:

School Employees and school volunteers are to be informed at least yearly of how to report an incident or suspicion of abuse:

School Employees	School Volunteers
Date(s) information was reviewed, posted, sent, etc:	Date(s) information was reviewed, posted, sent, etc:

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4. SAFE ENVIRONMENT TRAINING FOR CHILDREN:

The Diocese of Green Bay requires that Catholic schools devote a minimum of three (3) classes per year to Safe Environment Training for Children.

Date(s) curriculum presented: _____

Program(s) needs to be kept on file at the school.

Is the program(s) kept on file?

YES

NO

(A) Total Children Enrolled	(B) Number of Children Trained and were physically present at the session(s)	(C) Number of Children Absent for Training and materials sent home	(D) Number of Children Opted Out (if any)

The Total Children Enrolled = The Number of Children Trained + The Number of Children Absent + the Number of Children Opted Out.

Please note Column (A) must be the same number as column (B), (C) and (D) combined. If not, an explanation must be submitted explaining why.

The Opt Out form is used to substantiate that all children in the school are accounted for regarding Safe Environment Training, that such training has been offered to them and that the parent(s)/guardian chose to decline it. The annual USCCB Audit requires an Opt Out form for every child whose parent(s)/guardian(s) decline to have their child attend Safe Environment Training provided by the school.

The parent(s)/guardian(s) of the child completes the form and returns it to the school office. This form is to remain in the child's permanent school file.

A Copy of the Opt Out form must be forwarded to the Office of Safe Environment.

Office of Safe Environment
P.O. Box 23825
Green Bay, WI 54305-3825

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SIGNATURE PAGE

Once the information has been compiled and updated online, both the person(s) responsible for completing the survey and the Principal or School Administrator, responsible for reviewing the survey, must sign below and send the Signature Page to the Office of Safe Environment along with the spreadsheet of educators, employees and volunteers reflected in the numbers reported under VIRTUS and Background Check.

Office of Safe Environment
P.O. Box 23825
Green Bay, WI 54305-3825

School: _____ Location: _____

I, the undersigned person(s) completing this Survey, attest that the data provided has been validated and is accurate to the best of my knowledge.

Signature(s): _____ Date: _____

Signature(s): _____ Date: _____

Printed Name(s): _____ Phone: _____

Printed Name(s): _____ Phone: _____

My signature as Principal/School Administrator acknowledges that I have reviewed the information provided and I am in agreement that the Survey information presented is accurate to the best of my knowledge.

Signature: _____ Date: _____

Printed Name: _____ Phone: _____

THANK YOU FOR ALL YOUR HELP IN MAKING THIS A SUCCESSFUL AUDIT!