



Diocese of
Green Bay

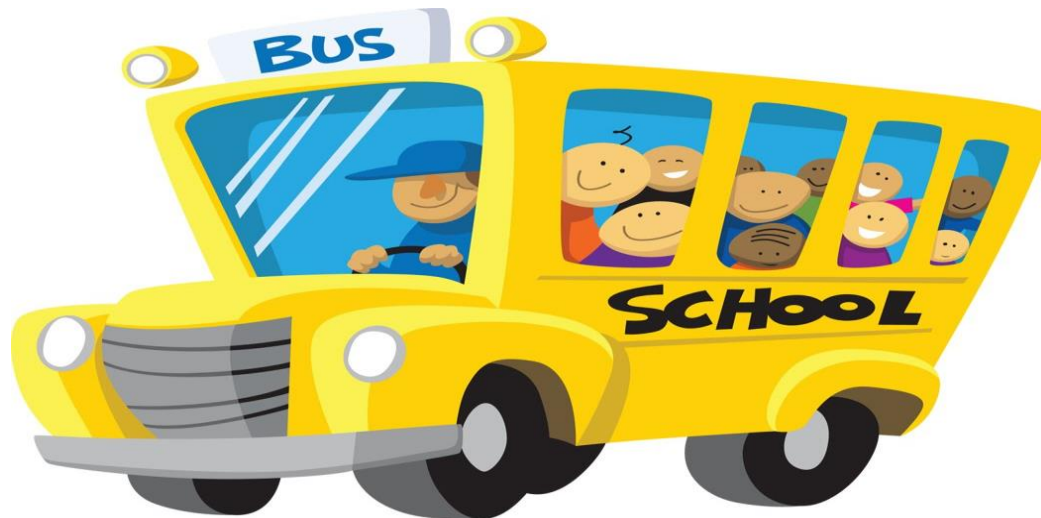
Office of Safe Environment Annual School Survey

DIOCESE OF GREEN BAY

**2023-2024 Safe Environment information for the annual
United States Conference of Catholic Bishops (USCCB)**

Audit

SCHOOL





Diocese of
Green Bay

Office of Safe Environment

**Courtney Coopman – Diocesan Assistance
Coordinator**

Debbie Knaus – Safe Environment Assistant

Office of Safe Environment

As you read through the following information regarding the annual safe environment survey, please send an email to dknaus@gbdioc.org with any questions you may have.

Policy and Resource information pertaining to the Office of Safe Environment can be found by logging into www.gbdioc.org, and hovering over the “Protecting Our Children” tab across the top.

Safe Environment Survey

Bullet Points

- Parish and school survey must be kept separate.
- Audit period = July 1, 2023, to June 30, 2024.
- Audit focuses on ALL educators and employees
- Audit focuses on ONLY those volunteers overseeing minors (under age 18) during the audit period.
- Must complete the survey online. School Worksheet is for your use only.
- Must sign and return Signature Page.
- Explanation of differences must be submitted with the Signature Page. We are required to explain to Bishop Ricken and the USCCB any differences.
- Must send spreadsheet of educators, employees and volunteers reflected in numbers reported under VIRTUS and Background Check.
- Survey online submission deadline is **Friday May 17, 2024.**
- Questions to Deb Knaus 920-272-8198 or dknaus@gbdioc.org.

Safe Environment Survey

Bullet Points (cont.)

- The Safe Environment survey is fulfilling the requirements of the USCCB Charter for the Protection of Children and Young People Articles 12 and 13.
- On April 19th you will be receiving from Alchemer (Survey Gizmo) the link to complete the online survey. Please look for this email coming from Alchemer . It will not come from the Office of Safe Environment. The Office of Safe Environment will send a notification to you that the link is being sent from Alchemer. If you don't receive the link or accidentally delete the link let dknaus@gbdioc.org know to resend the link. The link is specific to each school.
- You have the ability to download the survey once you have completed it. Please make a copy and keep for your records. Please indicate school and location, have the required people sign the document, and send the Signature Page to the Office of Safe Environment, along with your required spreadsheets to my attention. You will again be required to provide a spreadsheet of all educators, and employees paid during the audit timeframe of 7-1-2023 to 6-30-2024 and only those volunteers that ministered to children in the audit timeframe of 7-1-2023 to 6-30-2024.
- Please list educators, employees, and volunteers separately.
- Please submit the names in alphabetical order.
- You can Scan and email the Signature Page and your required spreadsheets to dknaus@gbdioc.org

Safe Environment Survey

Bullet Points (cont.)

Guidance for completing the survey:

- **Youth employees or youth volunteers under the age of 18 are not counted in the numbers because they are the population we serve.**
- **People that do not have a social security number, can still submit a background check using all 9's, however a limited background check will be performed. They are considered Supervised Volunteers and are still counted in the numbers. In order to be counted they must have their references checked, have a signed Supervision Agreement in place, e-signed the Diocesan Code of Pastoral Conduct for Volunteers and completed the safe environment training, Protecting God's Children. A copy of the signed Supervision Agreement needs to be sent to the Office of Safe Environment to be kept on file for the auditors.**

Safe Environment Survey

Bullet Points (cont.)

- **Because youth/employees under the age of 18 cannot take VIRTUS safe environment training, if as part of their helping out or role they have contact with children, they must always be in the presence of a diocesan approved background checked and safe environment trained adult.**
- **The Youth Volunteer paper application can be found on the diocese website under the tab Protecting Our Children > Safe Environment Forms and Manuals.**
- **The Youth Employee Procedure and Authorization for Consumer Report document can be found on the diocese website under the tab called Protecting Our Children > Safe Environment Forms and Manuals.**
- **Supervised Volunteer information can be found on the diocese website under the tab Protecting Our Children > Diocesan Policies and Resources. The printable document can be found under “Safe Environment Policy on Supervised Volunteers”.**

Safe Environment Survey Bullet Points (cont.)

- **As a LoSEC you are a required reader of the monthly VIRTUS bulletins.**
- **Teachers, substitute teachers, principals, and administrators are also monthly required VIRTUS bulletin readers.**
- **The Our Promise to Protect (OPTP) is for employees. The Diocesan Code of Pastoral Conduct is for volunteers. Both the Our Promise to Protect and Diocesan Code of Pastoral Conduct must be e-signed yearly.**

Safe Environment Survey

Bullet Points (cont.)

- **You can run reports out of VIRTUS to show the status of those people that are required monthly VIRTUS readers. Make sure the correct email is listed on their account otherwise they won't receive the notification from VIRTUS that a new bulletin is available.**
- **Page 7 of the Our Promise to Protect employee code of conduct lists the roles that are required monthly VIRTUS bulletin readers.**
- **Priests and Deacons are required VIRTUS bulletin readers and are managed through the Office of Safe Environment. Please do not change information in VIRTUS on Priests and Deacons.**
- **Yearly we must ensure that everyone knows who is a mandated to report abuse and how to report abuse. The Reporting Abuse brochure can be downloaded from the website under the tab Protecting Our Children > Diocesan Policies and Resources.**

Section 1 - VIRTUS Safe Environment Training School



Training for Educators

Must count as educators salaried teachers, substitute teachers, principals and administrators.

*All Educators are required to complete a 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



Section 1 - VIRTUS Safe Environment Training School (cont.)

- Total educators employed in the audit year must equal the Number of educators VIRTUS safe environment trained. If not, must provide a documented explanation sent along with the Signature Page. You have until June 30, 2024, to ensure all employees have an approved VIRTUS record. We ask that discrepancies are addressed prior to June 30, 2024.
- All substitute teachers are counted as educators and are required monthly VIRTUS bulletin readers.
- Teachers, substitute teachers, principals, and administrators are counted only once under Educators. DO NOT count again under School Employees.
- Counting examples:
- 2nd grade teacher left midyear; family relocated. Record archived. Needs to be counted in the survey as they were employed in the audit timeframe. A new 2nd grade teacher is hired and would need to be counted in the survey as they were also employed in the audit timeframe.
- Teacher out on maternity leave. Needs to be counted. Long term sub hired to fill in needs to be counted.

Section 1 - VIRTUS Safe Environment Training School



Training for School Employees

Count paid employees other than priests, deacons, teachers, substitute teachers, principals and administrators.

If a person is on the school payroll they must be counted as an Employee.

All school employees are required to complete a VIRTUS safe environment training, Protecting God's Children, regardless of position or job title, prior to the first day of employment.

Total School Employees	Number of School Employees VIRTUS Trained

Section 1 - VIRTUS Safe Environment Training School (Cont.)

- **The Total School Employees must equal the Number of School Employees VIRTUS Trained. If not, must provide a documented explanation sent along with the Signature Page. You have until June 30, 2024, to ensure all employees have an approved VIRTUS record. We ask that discrepancies are addressed prior to June 30, 2024.**
- **DO NOT count teachers, substitute teachers, principals and administrators under School Employees.**
- **Priests and Deacons are counted through the Chancery Office. Please do not change information in VIRTUS on Priests or Deacons.**
- **Counting example – the business manager retires in December and record is archived. Needs to be counted. New business manager hired in February. Needs to be counted.**

Section 1- VIRTUS Safe Environment Training SCHOOL



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

*Must count **All** school volunteers who have had contact overseeing minors in the current audit year, July 1, 2023, to June 30, 2024.*

*All school volunteers who have had contact overseeing minors in the current audit year as part of their volunteer duties are required to complete a VIRTUS safe environment training, Protecting God's Children, **prior** to any volunteer duties.*

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

Section 1- VIRTUS Safe Environment Training SCHOOL (cont.)

- **Minors are defined as under the age of 18. Overseeing pertains to a volunteer in a role where children under the age of 18 are present as part of the function of the role/ministry.**
- **The Total School Volunteers must equal the Number of School Volunteers who are VIRTUS safe environment trained. If not, must provide a documented explanation sent along with the Signature Page. You have until June 30, 2024, to ensure all volunteers have an approved VIRTUS record. We ask that discrepancies are addressed prior to June 30, 2024.**
- **Counting example- a parent volunteering in the classroom in the fall and then family is relocated, and record is archived. Must count the parent as a volunteer in the audit year**
- **Youth volunteers under the age of 18 are not counted as volunteers. Because youth volunteers under the age of 18 cannot take VIRTUS, if as part of their helper duties they have contact with children, they must always be in the presence of a diocesan approved background checked and VIRTUS safe environment trained adult.**
- **Supervised Volunteers, people that are unable to obtain a Social Security number, are required to attend VIRTUS and are included in the Volunteer numbers.**

Section 2-Background Checks School

Background Checks for Educators

Must count salaried teachers, substitute teachers, 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

Section 2-Background Checks School (cont.)

- **The Total Educators must equal the Number of Educators with a Diocese of Green Bay Approved Background Check. If not, must provide a documented explanation sent along with the Signature Page. You have until June 30, 2024, to ensure all educators have a completed and approved background check. We ask that discrepancies are addressed prior to June 30, 2024.**
- **Educators are defined as teachers, substitute teachers, principals and administrators. Teachers, substitute teachers, principals and administrators are counted once under Educators. They are not counted again under School Employees.**

Section 2-Background Checks School

Background Checks for School Employees

Must count paid employees, (not priests, deacons, teachers, substitute teachers, principals or administrators.)

Anyone on the school payroll during the audit period needs to be counted regardless of hours worked.

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

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

Section 2-Background Checks School (cont.)

- **The Total School Employees must equal the Number of School Employees with a Diocese of Green Bay Approved Background Check. If not, must provide a documented explanation sent along with the Signature Page. You have until June 30, 2024, to ensure all employees have a completed and approved background check. We ask that discrepancies are addressed prior to June 30, 2024.**
- **Youth Employees under 18 are not counted as employees. DO NOT INCLUDE IN YOUR NUMBERS OR INFORMATION. Because youth employees under the age of 18 cannot take VIRTUS safe environment training, if as part of their role they have contact with children, they must always be in the presence of a diocesan approved background checked and VIRTUS safe environment trained adult. New with the VIRTUS platform is a safe environment training for under 18-year-old employees called Healthy Relationships for Teens however they still must be in the presence of an approved adult.**
- **Priests and Deacons are counted through the Chancery Office. Please do not change VIRTUS information on Priests or Deacons**
- **Teachers, substitute teachers, principals and administrators are not counted in School Employees.**

Section 2-Background Check School

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

Must count all school volunteers who have had contact overseeing minors in the current audit year, July 1, 2023, to June 30, 2024.

*All school volunteers who have had contact overseeing minors in the current audit year 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

Section 2-Background Check School (cont.)

- The Total School Volunteers must equal the Number of School Volunteers with a Diocese of Green Bay Approved Background Check. If not, must provide a documented explanation sent along with the Signature Page. You have until June 30, 2024, to ensure all volunteers have a completed and approved background check. We ask that discrepancies are addressed prior to June 30, 2024.**
- Youth volunteers under the age of 18 are not counted as volunteers.**
- Supervised Volunteers, people that are unable to obtain a Social Security number, must complete a limited background check using all 9's, have their references checked, e-sign the Diocesan Code of Pastoral Conduct, and complete safe environment training, Protecting God's Children. Supervised Volunteers are counted as a Volunteer. All signed supervisor volunteer documents must be sent to the Office of Safe Environment to be kept on file for the auditors.**

Section 3 Reporting Abuse School

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: 

Section 3 Reporting Abuse School

- **The Diocesan Code of Pastoral Conduct is for Volunteers. The Our Promise to Protect is for employees. We ask that the Diocesan Code of Pastoral Conduct and the Our Promise to Protect be reviewed and e-signed yearly to ensure everyone clearly understands the expectations regarding appropriate boundaries and how to report abuse.**

Section 4 Safe Environment Training for Children School

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

Must provide the date(s) of when the curriculum was presented

Date(s) curriculum presented:___

Must answer Yes or No if the program is kept on file at the school

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

Is the program(s) kept on file? YES NO

Section 4 Safe Environment Training for Children School (cont.)

(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.

In other words-

*Column (A) must be the same number as column (B), (C) and (D) **combined**. If not, a documented explanation must be sent with the Signature Page.*

Section 4 Safe Environment Training for Children School (cont.)

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

Section 4 Safe Environment Training for Children School (cont.)

- **The Opt Out Form can now be found online. On the diocese website under the tab Protecting Our Children > Lesson Plans and Resources for Children. The Opt Out form along with Lesson Plans, and FAQs can be found here.**
- **In September 2016, Safe Environment, through a grant from the Catholic Foundation, purchased the VIRTUS Lesson Plans. All safe environment training for children should be utilizing the VIRTUS Lesson plans. There is also a link on the web page that will take you to additional lesson plans and resources that can be used to supplement the VIRTUS lesson plans. Please make sure your teachers are aware of where to find the lesson plans.**

Signature Page School

Once the information has been compiled and entered online, both the person responsible for completing the Survey online and the Principal or School Administrator, responsible for reviewing the Survey, must sign and send the Signature page to the Office of Safe Environment along with the required educator, employee and volunteer spreadsheets. The online survey can be downloaded, and the Signature Page then signed or the Signature Page at the back of the School Worksheet can be used for required signatures.

The signature page and required spreadsheet of educators, employees, and volunteers can be scanned and emailed to:

Office of Safe Environment

P.O. Box 23825

Green Bay, WI 54305-3825



THANK YOU
FOR ALL THAT
YOU DO!