



# COMPLIANCE DOCUMENTATION FOR ENSURING A SAFE ENVIRONMENT IN THE SCHOOL

(INDEPENDENT AND HIGH SCHOOLS)

Please complete the following form using your parish/school information as well as the accompanying compliance report. This information must be complete and accurate and will be used for the purpose of reporting during the Safe Environment audit. This form must be signed by the Principal as they are responsible for reporting this information accurately.

**Completed forms must be returned to Patti Loehrer in the Office of Sexual Abuse Prevention and Response Services at the Archdiocese of Milwaukee, PO Box 070912, Milwaukee, WI 53207-0912 no later than July 20, 2007.**

**Please provide information for the 2006-2007 Fiscal Year. Actual numbers MUST be used where required.**

	Number
<b>Paid Employees:</b>	
Number of current paid employees (Pastor/Administrator/Parish Director included). Also include any volunteer who holds a position that would normally be considered paid (DRE, Youth minister, etc)	
Number of current paid employees that have had a Criminal Background check completed with copy on file at school.	
Number of current paid employees that have read the Code of Ethical Standards and Mandatory Reporting Responsibilities with signed statement on file.	
Number of current paid employees that have completed the Safe Environment Education (formerly know as VIRTUS) "Protecting God's Children" Awareness Session.	
<b>Volunteers:</b>	
Number of current volunteers who work with children and/or youth on a regular basis.	
Number of current volunteers who work with children and/or youth on a regular basis that have had a Criminal Background check completed and on file.	
Number of current volunteers who work with children and/or youth on a regular basis that have read the Code of Ethical Standards and Mandatory Reporting Responsibilities with signed statement on file.	
Number of current volunteers who work with children and/or youth on a regular basis that have completed the VIRTUS "Protecting God's Children" Awareness Session.	
Current number of students enrolled.	
Number of students that have participated in Safe Environment curriculum.	
Number of parents who have received Safe Environment Educational material (newsletters, handouts, etc.)	
School has provided Safe Environment educational materials to the community at large (bulletin inserts, newsletters, etc)	Yes/No

**I certify that the information reported is accurate to the best of my ability.**

\_\_\_\_\_  
*Signature of Principal*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*School*

\_\_\_\_\_  
*City*