

**ANNUAL SAFE ENVIRONMENT AUDIT**

**SCHOOL FORM**

Statistics for the Audit Period of July 1, 2016 to June 30, 2017

**School:** \_\_\_\_\_ **City:** \_\_\_\_\_

**School Employees:** School employees are paid persons, full or part-time, who are employed by and work directly for the school, excluding priests, nonemployee deacons, and all parish employees.

Total number teachers..... \_\_\_\_\_

Number of teachers that have completed the VIRTUS training (Protecting God’s Children)..... \_\_\_\_\_

*\*The total trained plus the total not trained should equal the total required to comply.*

Number of teachers who have **not** yet completed the VIRTUS training (Protecting God’s Children) \_\_\_\_\_

Total number of non-teacher employees..... \_\_\_\_\_

Number of non-teacher employees that have completed the VIRTUS training..... \_\_\_\_\_

Number of non-teacher employees who have **not** yet completed the VIRTUS training..... \_\_\_\_\_

Number of background checks completed for teachers..... \_\_\_\_\_

*\*\*The total backgrounds completed plus the total backgrounds remaining should equal the total required to comply.*

Total number of background checks **not** completed for teachers..... \_\_\_\_\_

Number of background checks completed for non-teacher employees..... \_\_\_\_\_

*The total backgrounds completed plus the total backgrounds remaining should equal the total required to comply.*

Total number of background checks **not** completed for non-teacher employees ..... \_\_\_\_\_

**Covered Volunteers:** Any nonemployee volunteer who has or could have substantial contact with minors as defined in the *Policies & Procedures for the Protection of Children & Young People* (see pp. 4-10).

Total number of Covered Volunteers..... \_\_\_\_\_

Number that has completed the VIRTUS training (Protecting God’s Children)..... \_\_\_\_\_

*\*The total trained plus the total not trained should equal the total required to comply.*

Number who have **not** yet completed the VIRTUS training (Protecting God’s Children)..... \_\_\_\_\_

Number of background checks completed ..... \_\_\_\_\_

*\*\*The total backgrounds completed plus the total backgrounds remaining should equal the total required to comply.*

Total number of background checks **not** completed..... \_\_\_\_\_

*Please use the back of this form to explain any discrepancies in the numbers.*

\_\_\_\_\_  
Person Responsible for Collecting the Data

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Pastor/President – Required

\_\_\_\_\_  
Date

Due by **June 30, 2017** - Please return completed form to the Office of the Chancellor at the Diocese of Tulsa at either chancellor.office@dioceseoftulsa.org or Diocese of Tulsa, PO Box 690240, Tulsa, OK, 74169. Please see the *Safe Environment Audit: Annual Duties & Procedures* in the *Policies & Procedures for the Protection of Children & Young People* for more information. Thank you.