



ANNUAL SAFE ENVIRONMENT AUDIT SCHOOL FORM

Statistics for the Audit Period of July 1, 2017 to June 30, 2018

School: _____ City: _____

Local Administrator(s) Name and contact info:

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 who 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 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, 2018** - Please return completed form to the Office of Child & Youth Protection at the Diocese of Tulsa at either donna.eurich@dioceseoftulsa.org, or the address above. 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.