

**Safe Environment Program
Background Evaluation & Safe Environment Education
PRELIMINARY Report-High School
July 1, 2012-June 30, 2013**

High school name _____

	A Total number	B Number educated	C Number remaining to receive education	D Number with completed background checks	E Number with background checks to be completed
1. Educators					
2. School employees					
3. Volunteers/ Others					

****For every row above, check that Column A = column B + column C = column D + column E***

Please explain any number in columns C or E that is not zero.

Please attach ONE alphabetical list of every employee that is counted in rows 1 and 2. Next to the employee's name, please list the date of the most recent background screening.

Form completed by: _____ Date: _____

Position: _____

Telephone: _____ e mail: _____

By signing below, I acknowledge the numbers above are accurate for my school. I also affirm that our school has received the diocesan safe environment program and have implemented it as documented above.

Principal's signature: _____

Date: _____

FORM 1-HS

PRELIM

**Safe Environment Program
Background Evaluation & Safe Environment Education Report
PRELIMINARY Report-High School**

INSTRUCTIONS FOR COMPLETING THE CHART

Time period for this chart -- July 1, 2011 –June 30, 2012.

1. Educators

(A) Total number – enter the number of *salaried teachers and asst. principals* in your Catholic school in the time period. Head principals are not included. The diocesan Safe Environment Coordinator includes them on a separate report.

(B) Number educated -- of the number of educators that you entered in column A, determine how many have completed the diocesan safe environment education program at any time and for which there are signed forms to verify this, i.e. a signed manual form and a signed video form

(C) Number remaining -- enter the difference of column A minus B; explain this number on the lines below the chart if it is not zero

(D) Number with completed background checks -- of the number of educators that you entered in column A, determine how many have a complete and current background check on file, and for which there are signed forms to verify

(E) Number remaining – enter the difference of column A minus D; explain this number on the lines below the chart if it is not zero

2. School employees

(A) Total number – enter the number of *paid* persons (do not include priests, deacons or educators) who worked for your parish or school during the time period. Must include: school support staff, paid coaches, etc.

(B) Number educated -- of the number of paid persons that you entered in column A, determine how many have completed the diocesan safe environment education program and for which there are signed forms to verify this, i.e. a signed manual form and a signed video form

(C) Number remaining -- enter the difference of column A minus B; explain this number on the lines below the chart if it is not zero

(D) Number with completed background checks -- of the number of paid persons that you entered in column A, determine how many have a complete and current background check on file, and for there are signed forms to verify

(E) Number remaining – enter the difference of column A minus D; explain this number on the lines below the chart if it is not zero

3. Volunteers/Others

(A) Total number – enter the number of all **non-paid** persons who assisted your school during the time period.

Must include: school volunteers for sports, band, choir, etc.

school student observers School student teachers

NOTE: If this number is very difficult to determine, you may use the total number of volunteers in your database or a very good estimate.

(B) Number educated -- of the number of paid persons that you entered in column A, determine how many have completed the diocesan safe environment education program and for which there are signed forms to verify this, i.e. a signed manual form and a signed video form

(C) Number remaining -- enter the difference of column A minus B; explain this number on the lines below the chart if it is not zero

(D) Number with completed background checks -- of the number of paid persons that you entered in column A, determine how many have a complete and current background check on file, and for there are signed forms to verify

(E) Number remaining – enter the difference of column A minus D; explain this number on the lines below the chart if it is not zero

On the lines provided, please explain why any educator, employee or volunteer does not have a complete background check on file or has not completed both training requirements (video and manual). If you can complete the background check and/or education requirements with the individual, get it done and then send the form.

Please attach ONE alphabetical list of every employee that is counted in rows 1 and 2. Next to the employee's name, please list the date of the most recent background screening. Note: This list will be checked against a diocesan business office list for you school.

Please call Cathie Cicchiello or send a note if you have any questions before you complete the form!

260-672-1510

ccicchiello@diocesefwsb.org

Complete and return FORM 1 by April 15, 2013 to:

**Cathie Cicchiello
Safe Environment Coordinator
PO Box 390
Fort Wayne, IN 46801**

**FAX reports to: Cathie Cicchiello
Safe Environment Coordinator
260-483-1881**

THANK YOU VERY MUCH!