

Safe Environment Audit Data Submission Example

For demonstration purposes only

Please complete the forms online at: VermontCatholic.org/safe-audit

- 2021 OSEP Audit: ADULT Compliance
- 2021 OSEP Audit: YOUTH Compliance

OSEP Audit: Adult Compliance

Please use this form to report the number of adults trained and background checked between July 1st, 2020 and June 30th, 2021.

* Required

Are you reporting for a parish/church or school? *

- Parish/church
- School
- Both

Safe Environment Audit Data Submission Example

Locations

Please list ALL locations/parish/school and their respective towns for which you are reporting (Example: St. John's Church, Brattleboro)

Location 1 *

St. Peter's School

Location 1 Town *

Washington

Location 2

n/a

Location 2 Town

n/a

Adult Volunteer Information

For all adult volunteers who work with youth or vulnerable adults for all locations for which you are reporting

The total number of volunteers at my location/s who worked with minors or vulnerable adults between July 1, 2020, and June 30, 2021 *

10

Of the above total, how many of those volunteers have undergone a background check within the last five years? *

9

Of the above total, how many of those volunteers have taken at least one Virtus course between July 1, 2020, and June 30, 2021? *

7

Adult Employee (Paid) Information

For all adult employees who work with youth or vulnerable adults for all locations for which you are reporting

The total number of employees at my location/s who worked with minors or vulnerable adults between July 1, 2020, and June 30, 2021. *

5 _____

Of the above total, how many of those employees have undergone a background check within the last five years? *

5 _____

Of the above total, how many of those employees have taken a Virtus course between July 1, 2020, and June 30, 2021? *

5 _____

Adult Educators (Paid faculty) (Schools only)

For all adult educators for all schools for which you are reporting. (Not including parish DREs or Religious Educators; these roles should be included under Employees or Volunteers.)

The total number of educators at my location/s who worked with minors or vulnerable adults between July 1, 2020, and June 30, 2021.

7 _____

Of the above total, how many of those educators have undergone a background check / criminal records check within the last five years?

7 _____

Of the above total, how many of those educators have taken at least one Virtus course between July 1, 2020, and June 30, 2021?

6 _____

If ANY adults who work with minors or vulnerable adults were not trained and/or background checked, please provide an explanation.

"1 volunteer's background check expired in Spring. They have been instructed to complete a background check on VIRTUS online before working with students again."

"3 volunteers' VIRTUS training expired at the start of this year. They only worked with students in Fall of last year before their training had expired. They have been instructed to renew their training before volunteering again this Fall."

"1 teacher's VIRTUS training expired this week. They have been told to complete the training over the weekend and bring a printed certificate of completion in with them in on Monday."

Contact Information

Please provide your contact information

Your office's contact phone number or the best number to reach you *

555-555-5555

Your name and role *

Jane Doe, Administrative Assistant

Submit

- 2021 OSEP Audit: ADULT Compliance
- 2021 OSEP Audit: YOUTH Compliance

OSEP Audit: Youth Compliance

Please use this form to report the number of children/youth trained between July 1st, 2020 and June 30th, 2021.

* Required

Are you reporting for a parish/church or school? *

- Parish/church
- School
- Both

Locations (Parish/School)

Please list ALL locations/parish/school and their respective towns for which you are reporting (Example: St. John's, Brattleboro)

Location 1 *

St. Peter's School

Location 1 Town *

Washington

Location 2

n/a

Location 2 Town

n/a

Name of the youth protection training program that your location/s use (Example: Circle of Grace) *

Circle of Grace

Training Information

For all locations for which you are reporting.

TOTAL children/youth at your location/s enrolled in any parish or school sponsored program (The sum of all youth in all grades.) *

30

Total children/youth who have been OPTED OUT of youth protection training by a parent / legal guardian *

5

Total children/youth TRAINED *

24

Total children/youth NOT trained (not including opt-outs) *

1

If any children/youth were NOT trained, please provide an explanation

1 student was out sick on the days Circle of Grace was taught.

5 opt-outs by parents.

Contact Information

Please provide your contact information

Your office's contact phone number or the best number to reach you *

555-555-5555

Your name and role *

Jane Doe, Administrative Assistant

Submit