



ARCHDIOCESE OF DENVER

Reporting Form Instructions

Attached you will find a copy of the 2020 Safe Environment Certification form that is required every year, from every parish in the Archdiocese of Denver. The questions on this certification form are taken from the USCCB annual audit questionnaire.

Please become familiar with the three areas of safe environment which are outlined in the *Pastor Checklist*. This information is available at www.ArchDen.org⇒offices⇒child & youth protection⇒Document Library⇒Pastor Checklist.

Adults: FORM B: The Charter also requires that ALL adult employees (regardless of position-if they are paid with a payroll check they are an employee) be safe environment compliant, as well as all volunteers with youth. Employees have 90-days from hire to take training. Volunteers have to take training prior to volunteering with youth. Both are required to have a background check prior to employment or volunteering and sign the new 2015 or newer Code of Conduct. Please indicate total **employees as of 12/31/19**. Do not include clergy, religious, Catholic school employees and Catholic school volunteers on this form.

Adult Refresher Training: FORM B: It is required in the Archdiocese that all adult employees and all volunteers with children take refresher training (online is available) and have a new background check every 5 years. Please indicate how many employees and volunteers were due for 5-year refresher training and new background check in 2019 and how many of those were completed. Do not include clergy, religious, Catholic school employees and Catholic school volunteers on this form.

Fillable Form Instructions: Download this document <https://www.archden.org/child-protection/>.

- If filling out electronically, fill out all **highlighted fields**; double click Section 1 chart to enter in info; Columns B and G will be automatically calculated.
- If filling out by hand, fill in numbers for all Columns except G. Columns C+D, Columns E+F, and Code Totals should each equal the total entered into Column B.
- Form B must be printed and signed by the pastor before return.

Annual, national audit findings can be found at www.USCCB.org⇒Child and Youth Protection⇒ Reports and Research⇒ 2018 Annual Report on the Implementation of the Charter for the Protection of Children and Young People.

If you or your staff have any questions, please contact me at Christi.Sullivan@ArchDen.org or 303-715-3241

FORM B – FOR BUSINESS MANAGER – FORM B

Safe Environment Certification

**Due to: Archdiocese of Denver - Office of Child and Youth Protection
1300 South Steele Street Denver, CO 80210 email: Christi.Sullivan@ArchDen.org
No Later Than February 28, 2020**

Parish name and location: _____ Other Parishes/Missions-if included _____

Person(s) completing form: _____

Pursuant to Article 12 and Article 13, of the USCCB Charter for the Protection of Children and Young People; As Pastor of the above described parish(es) in the Archdiocese of Denver, I have been made aware of and implemented the Safe Environment Program for children, youth, parents, ministers, educators, volunteers and others about the ways to make and maintain safe environment for children and young people. I have also evaluated the background of paid personnel and volunteers whose duties include ongoing, unsupervised contact with minors

FORM B – FOR BUSINESS MANAGER – FORM B

Section 1 - ADULTS-Initial Live Training

Double click on chart below to enter in responses in blue shaded cells.

A Category	B Total # of Persons	C Total # Trained	D Total # to Train	E Total # Background checks completed	F Total # Background checks to do	G **Check for Backgrounds	Total # Code of Conduct signed
All Employees* as 12/31/19 full & part time	0					0	
Volunteers with minors* as of 12/31/19 (i.e. catechists, youth ministry, scouts, etc.)	0					0	

** If filling in electronically, Column B will autofill based on C and D. Column G should equal "0".

**If filling out by hand, include Column B and ignore Column G but ensure that Columns C+ D and Columns E+F each equal Total in Column B.

Section 2 - ADULTS-Refresher Training and Background Re-Check

In the Archdiocese of Denver, a 5-year refresher training and 5-year background re-check is also required. Please indicate how many were due for the 5-year requirement in 2019.

Category	Total # Needing 5-year refresher training in 2019	Total # refresher trainings still left to do	Total # Background re- checks due in 2019	Total # Background re- checks still left to do
Employees* in Section 1: Indicate how many were due refresher or background rechecks in 2019 and how many are still left do				
Volunteers with minors* in Section 1: Indicate how many were due refresher or background rechecks in 2019 and how many are still left do				

(*excluding clergy, religious, parish school employees and parish school volunteers)

(there should be no blank boxes-please indicate total numbers even if total is zero)

Pastor's Signature: _____ Date: _____ (please retain a copy for your records)