

DIOCESE OF CHARLESTON
ANNUAL PARISH/SCHOOL REPORTING FORM

TO: Bonnie Sigers, Safe Environment Manager
Office of Child & Youth Protection
bonnie@charlestdioocese.org

The Most Rev. Jacques Fabre-Jeune, CS
Bishop of Charleston
c/o Bonnie Sigers
901 Orange Grove Road
Charleston, SC 29407

Dear Bishop Guglielmone:

With this letter and the accompanying report, I certify that _____
_____ (parish/school and location) has implemented and is in compliance
with the Safe Environment Program of the Diocese of Charleston.

I certify that all clergy, employees and applicable volunteers are current with respect to screening and education according to the parish Safe Environment Program or have been placed on leave until the screening or education is accomplished. I have also established a competent tracking mechanism (Master Lists) and an in-house filing system to store these confidential documents.

I certify that all minors in religious education and youth groups have been given the opportunity to receive personal safety education. If their parents have refused that education, either directly or indirectly, written documentation exists of that refusal and they have been provided educational materials with which to educate their children.

I certify that I have, at your behest, taken every opportunity to promote the safety of our children the standards of the Code of Conduct and the *Charter for the Protection of Children and Young People* within my parish community.

Sincerely yours in Christ,

Priest/PLF/Principal

Date

Children's Program Completion Summary Form – Due February 2nd

Safe Environment Training for the **2022/2023** Religious Education School Year

- 1. Number of children enrolled in the program _____
- 2. Number of children “opted out” by parent or guardian _____
- 3. Number of children who attended and completed training _____
- 4. Number Homeschooled per signed Certification Letters _____
- 5. Number of “No Shows” (after scheduled make-up training) _____

Explanation of “No Shows” _____

Please note: The total numbers reflected in two, three, four and 5 must equal the number of children enrolled in the program stated in number one.

DATE OF COMPLETION: _____

Documents on file for all Employees/Volunteers, who have regular access to children:

- _____ A Master List of all Employees and Master List of all Volunteers with access to children, dating the following:
- _____ A **Background Check Screening Report Form** signed by the Diocesan Safe Environment Manager.
- _____ **Certificate of Attendance** for the Adult Virtus or Safe Haven Program
- _____ **Signed Acknowledgment of the Receipt** of the Diocese of Charleston’s Sexual Abuse Policy
- _____ **Signed Code of Conduct**

Documents on file for the Children’s “Empowering God’s Children – Teaching Safety” Program:

- _____ **Announcement of Program**, Dates and Make-up Dates
- _____ **Program Overview**
- _____ **The “Empowering God’s Children – Teaching Safety”** (for new parents and by request of returning parents)
- _____ **Appropriate Lesson Plan for each grade**
- _____ **Parental Opt-Out Forms**
- _____ **Summary Report** of the Teaching Safety Program (Annual)

Documents visible and readily available:

- _____ *The Charter for the Protection of Children and Young People*
- _____ **Code of Conduct**
- _____ **Diocesan Victim Assistance Coordinator Brochure**
- _____ **“How To Report Allegations of Sexual Abuse” Flyer**, Mandatory / Non-Mandatory
- _____ **Sexual Misconduct or Abuse Report Form**
- _____ **You Matter** (posters)