

PRINCIPAL’S ANNUAL REPORTING FORM (PARF):

FROM: _____, Principal of _____
School/City

FOR THE PERIOD: July 1, _____ to June 30, _____

School’s Safe Environment Contact (name & contact information): _____

*** PLEASE COMPLETE, ADDING NOTATIONS OR ADDITIONAL SHEETS AS NEEDED.**

A) **INFORMATION ABOUT REPORTING ABUSE**—should be readily available, publicly announced (*Charter*, Art. 2):

1. This location has a web page with a direct link to the diocesan Safe Environment page. Y/N

2. **The phone numbers for reporting abuse to civil authorities** are available where?

- a. In school office
- b. Posted (indicate where) _____

3. **The phone numbers for reporting abuse to the diocese** are available where?

- a. Posted on wall in school office or other location: _____
- b. In sexual abuse policy summary pamphlets provided to families
- c. Available from staff in school office
- d. Other—list details _____

4. Do you and your staff know when and how to report an allegation of sexual abuse of a minor to civil authorities, and could you assist a person needing to report? Y/N

5. Does your location have readily available a list of the local relevant phone numbers and contacts for reporting abuse to civil authorities (see sexual abuse policy p. 402:20)? Y/N

6. Do you and your staff know to use the diocese’s dedicated phone line (in English or Spanish) to report to the diocese an allegation of sexual abuse of a minor by a Church representative? Y/N

7. Does your staff know they should contact the Pastoral Assistance Coordinator to obtain outreach for abuse victims? Y/N

8. During the past year (i.e. July-June audit period), was your school directly affected by an allegation of sexual abuse of a minor by someone in a Church role? Y/N

- a. If yes, please share your perspective regarding: communications with the diocese; the diocese’s outreach to the victim, other directly affected persons, and the affected community; response to parish concerns.*

9. During the past year (i.e. July-June audit period), did your school need to deal with any allegations of sexual abuse involving an adult not in a Church role? Y/N

- a. If yes, please share your perspective regarding any assistance from diocesan personnel.*

B) **ADULT SAFE ENVIRONMENT COMPLIANCE**--All employees and any volunteers working with minors complete Safe Environment requirements (current background check, training, and acceptance of relevant policies) at least every five years.

1. According to records available on CMG Connect, I can state as of this date _____:
 - a. Diocese of Owensboro clerics serving here are Safe Environment-compliant, i.e certified. Y/N/NA
 - b. All employees serving here are Safe Environment-compliant, i.e certified. Y/N/NA
 - c. All volunteers working directly with minors other than their own children (e.g. religious education, scouting, driving, sports, tutoring, clubs, mentoring, resource adults, etc) are Safe Environment-compliant, i.e certified. Y/N/NA
 - d. Have facilities keys been made available to other adults? Y/N
If Y, have you determined that those individuals are either Safe Environment-certified or that the facility is adequately monitored against inappropriate use? Y/N/NA--If no to any of the above, please attach a list with follow-up plan, i.e. names missing from location's Safe Environment report and/or names with unresolved Safe Environment requirements.

2. For your location who ensures that employees are Safe Environment-compliant? _____
3. For your location who ensures that required volunteers are Safe-Environment compliant? _____
4. I understand that non-SEM-compliant adults should not be serving in ministry with minors. Y/N
5. Do you feel confident that staff members and others planning events know and follow the Safe Environment clearance process, using only Safe Environment-compliant adults in supervisory roles? Y/N/ Unsure
6. Do you need diocesan assistance to ensure adult Safe Environment compliance requirements? Y/N
--If yes, please describe. * _____

STANDARDS OF BEHAVIOR: To protect minors and the school's ministries, you must correct inappropriate behavior and intervene to stop boundary violations.

1. Are you confident that the adults ministering in your programs understand and follow the standards of behavior for ministering with minors found in diocesan policies and the Adult Code of Conduct? Y/N/ Unsure
 2. How often and in what way do you review appropriate standards of behavior with staff and regular volunteers? _____
 3. Do you have a clear process that you follow if you learn of an **adult employee or volunteer interacting inappropriately with a child or teen**? (for instance, determining who is informed, who decides the specific steps taken, following up, monitoring the situation, proactive steps for future activities, determining when/if the diocese is notified.) Y/N
 4. Do you have a clear process that you follow if you learn of a **minor interacting inappropriately with another minor**? (for instance, determining who is informed, who decides the specific steps taken, following up, monitoring the situation, proactive steps for future activities, determining when/if the diocese is notified.) Y/N
 5. During this July-June audit period, did the school experience any non-abuse Safe Environment issues (e.g. "grooming concern," bullying, Adult Code of Conduct violation, issue involving two adults)? If so, please describe briefly and indicate any diocesan support needed. * Y/N
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6. The school clearly communicates **appropriate student behaviors** to students and their families. Y/N

7. The school clearly communicates **acceptable adult standards of behavior** to students and their families. Y/N

Communications used (posters, newsletters, etc.): _____

8. All school employees reviewed the Adult Code of Conduct this school year. Y/N

D) **YOUTH SAFE ENVIRONMENT TRAINING**: Required annually for minors in diocesan schools (*Charter*, Art. 12), unless parents formally “opt out.”

1. This year’s training was completed, and the report was submitted to the diocese. Y/N

2. Who coordinated youths’ Safe Environment training for your school? _____

3. Opt-out forms were handled in the following way (choose one):

- a. The school has on file signed documentation from all parents/guardians who formally declined (“opted out of”) this year’s children’s Safe Environment training. _____
- b. The school has submitted all opt-out forms to the Office of Safe Environment. _____
- c. The school had no students who formally opted out of training. _____

4. Parents/guardians of students opting out of training received alternative Safe Environment training materials. Y / N / NA

5. Were any students left untrained for whom N “opt out” documentation was received? Y / N
If yes, how are you responding to that lapse? _____

E) **TESTIMONIALS OF SUITABILITY** are letters of good standing which must be completed and submitted to the Office of the Bishop prior to arrival whenever a visiting cleric is invited to minister AND minors may be present AND that individual is not currently in compliance under the Diocese of Owensboro’s own Safe Environment policies.

1. Did any clerics from the Diocese of Owensboro visit your school this school year? Y/ N

2. Did the school review records to ensure they have current Safe Environment certification? Y/ N/ NA

3. Did you have any visits from clerics not associated with this diocese, requiring a Testimonial of Suitability (indicating that the visiting individual is a cleric in good standing with his diocese/ religious order)? Y/N

4. If yes, please name and indicate whether Testimonial of Suitability was received and provided to Bishop’s Office: _____

F) **OTHER**: Please describe any extra steps taken at your school to create safer environments for all.*

Informed personnel may assist the principal in completing this document; however, the signature below indicates that the principal can attest to the validity of all items addressed.

Principal’s Signature: _____

Name

Date

Printed Name: : _____