

## 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):
- The phone numbers for reporting abuse** to civil authorities can be found (**circle all that apply**): [1] posted on wall in school office or other location (list) \_\_\_\_\_, [2] sexual abuse policy summary pamphlets provided to families, [3] available in school office, [4] other—list details-- \_\_\_\_\_.
  - The confidential phone number for reporting to the diocese abuse by Church personnel** can be found (**circle all that apply**): [1] posted on wall in school office or other location (list) \_\_\_\_\_, [2] sexual abuse policy summary pamphlets provided to families, [3] available in school office, [4] other—list details-- \_\_\_\_\_.
  - Per the Diocese of Owensboro Revised Sexual Abuse Policy and Procedures requirements:
  - Do you and your staff know when and how to report an allegation of sexual abuse of a minor to civil authorities? YES / NO/ Unsure
  - Does your staff have available a list of the local relevant phone numbers and contacts for reporting abuse to civil authorities (see sexual abuse policy, p. 402:20)? YES / NO
  - Do you and your staff know how, using the diocese's dedicated phone line, to report to the diocese an allegation of sexual abuse of a minor by a Church representative? YES / NO/ Unsure
  - Could you and your staff competently provide reporting information for a person who was disclosing abuse, if needed? YES / NO/ Unsure
  - Does your staff know they should contact the Pastoral Assistance Coordinator to obtain outreach for abuse victims? YES / NO/ Unsure
  - 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? YES/ NO  
-- If yes, please answer the additional questions:
    - Was the required report made to civil authorities? YES/ NO
    - Was the required report made to the diocese? To whom? YES/ NO
    - Please share your opinion regarding: communications with the diocese; the diocese's outreach to the victim, directly affected persons, and the affected community; response to school concerns.\* \_\_\_\_\_
  - During the past year (i.e. July-June audit period), has your school dealt with any allegations of sexual abuse involving an adult not in a Church role? YES/ NO  
-- If so, please describe, and include notation of any assistance from diocesan personnel.\* \_\_\_\_\_
- B) **ADULT SAFE ENVIRONMENT COMPLIANCE**: Adults trained & screened (*Charter*, Art. 12 & 13)—The diocesan youth policy, pp. 200:5 and 200:6) indicates that all employees and all adult volunteers serving minors must be in compliance with the diocese's Safe Environment requirements. That includes: (a) all employees –individuals paid for services to the school, whether with school funds or non-school-budget funds; (b) diocesan clerics involved with the school; (c) sports volunteers; (d) adults assisting with maintenance while minors are present; (e) classroom/ office/ cafeteria volunteers; (f) driving volunteers responsible for anyone other than their own children; (g)

tutoring, club, scouting, mentoring, or other volunteers who share their expertise over time, and so develop relationships with minors; (h) any other adults supervising children other than their own; (i) adults with facilities keys.

1. Reviewing these requirements and most recent Safe Environment report dated \_\_\_\_\_, I can state:
  - a. All required adults have **current diocesan background checks.** YES/ NO
  - b. All required adults have **current Safe Environment training.** YES/ NO
  - c. All required adults have signed Supervisory Adult Codes of Conduct on file at the diocesan Office of Safe Environment. YES/ NO
  - d. All required adults have signed "Acknowledgment of Receipt of Diocese of Owensboro Sexual Abuse Policy and Procedures" forms on file at the Office of Safe Environment. YES/ NO

**--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 requirements.**
2. For your location who ensures that employees are Safe Environment-compliant? \_\_\_\_\_
3. Who ensures that other volunteers supervising minors are Safe-Environment compliant? \_\_\_\_\_
4. Who has access to the Safe Environment report? \_\_\_\_\_
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? If NO, what assistance can the Office of Safe Environment provide? \* \_\_\_\_\_ YES / NO/ Unsure
6. I understand and make sure my staff members understand that adults who are not-SEM-compliant are ineligible to serve in ministry with minors. YES/ NO
7. Do you periodically review Safe Environment compliance requirements with your staff? YES/ NO  
Please describe. \* \_\_\_\_\_

**STANDARDS OF BEHAVIOR:** Clear, well-publicized standards (*Charter*, Article 6) are listed in the sexual abuse policy and in the Supervisory **Adult Code of Conduct** and Non-Supervisory Adult/Adult Participant Code of Conduct. Boundary violations and/or disregard for safety standards can be precursors to more serious inappropriate behaviors with minors; therefore, to protect minors and the school's ministries, we must always correct inappropriate behavior and intervene to stop boundary violations.

1. Are you confident that all your supervisory adults understand and follow the standards of behavior for ministering with minors? YES / NO/ Unsure
2. If a concern were to arise about an adult employee or volunteer interacting inappropriately with a child or teen, **do you have a clear process that you follow?** (like who is informed, who takes responsibility to follow up, what steps are taken, how the situation is monitored, what steps might be taken to keep a similar situation from ever occurring, determining when/if the diocese is notified) YES / NO
3. If a concern were to arise about a minor interacting inappropriately with another minor, **do you have a clear process that you follow?** (like who is informed, who takes responsibility to follow up, what steps are taken, how the situation is monitored, what steps might be taken to keep a similar situation from ever occurring, determining when/if the diocese is notified) YES / NO
4. During this July-June 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 briefly describe local response and any diocesan support needed. \* YES / NO
5. All school employees reviewed the Supervisory Adult Code of Conduct this school year. YES / NO
6. School personnel understand and communicate regularly to students appropriate student behaviors. YES/ NO
7. Acceptable adult standards of behavior have been clearly communicated to students and families via parent handbook/posters/newsletters/etc. Please describe.\* \_\_\_\_\_ YES/ NO
8. Non-Supervisory Adult Codes of Conduct were collected for any non-Safe Environment-cleared parent/guardians allowed to attend special events, so they would understand expectations for youth

Compliance with U.S. Bishops' *Charter for the Protection of Children and Young People, Essential Norms,*  
and Diocesan Safe Environment Policies

setting. If used, describe circumstances for use.\* \_\_\_\_\_ YES/ NO/ NA

- C) **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. YES/ NO
  2. Who coordinated youths' Safe Environment training for your school? \_\_\_\_\_
  3. The school has on file signed documentation from all parents/guardians who this year formally declined, i.e. "opted out of," children's Safe Environment training. YES/ NO/ NA
  4. School personnel provided and documented alternate Safe Environment training materials offered to parents/guardians of any "non-opt-out," but untrained, children. Please explain.\* YES/ NO/ NA
  5. Does your school allow participation by non-enrolled students in any school-sponsored programs? YES/ NO
- If YES, how do you provide child safety information to those students and their families?\*
- \_\_\_\_\_

- 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 Safe Environment policies.
1. Did any clerics from the Diocese of Owensboro visit your school this school year? YES/ NO  
--If YES, are their names included on your school's Safe Environment report? YES/ NO  
(Contact the Office of Safe Environment for any additions.)
  2. 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)? YES/ NO  
--If YES, please name and indicate whether Testimonial of Suitability was received: \_\_\_\_\_
- \_\_\_\_\_

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: \_\_\_\_\_

**Please maintain a copy, and deliver completed form by July 15 to Office of Safe Environment, 600 Locust St., Owensboro, KY, 42301.**