



Office for the Protection of Children and Youth

Annual Parish Report for Child Protection Compliance

Reporting period July 1, 2023 through June 30, 2024

Report due: June 13, 2024

Please read instructions before completing report.

Parish Name(s) _____

City _____ Date prepared _____

Name of person completing report _____

Contact number _____

Part 1: Child Protection Compliance Status

Parish has employees and/or volunteers working with children. Complete the report.

Parish does not have any employees and/or volunteers working with children. Skip to Pastor Verification

Part 2: Employee and Volunteer Safe Environment Compliance Documentation

Column #1 Adults having direct contact, direct volunteer contact or routine interaction with children in this reporting period.	Column #2 Total number	Column #3 Total number with required clearances	Column #4 Total number without required clearances	Column #5 Total number with required training	Column #6 Total number without required training	Column #7 Total number with required documents and forms*
Employees						
Regular Volunteers						
Occasional Volunteers				Not Applicable	Not Applicable	

*see Policy for the Protection of Children or the OPCY webpage for a complete list of required documents and forms.

Part 3: Safe Environment Training Documentation for Parents/Legal Guardians and Children

Parents/Legal Guardians

Safe Environment Training Material Documentation:

_____ Number of parents/legal guardians or households receiving the in-service material provided by the Office for the Protection of Children and Youth. (Does NOT include the Home Training Packets.)

Children

Safe Environment Training Documentation:

1. Check the appropriate box and complete that section

Parish has a Faith Formation Program (may also have a homeschool component)

Complete A and B below

Date of Training _____ Method used: ___ Agency ___ DVD

Parish has a home-based program as the only method of Faith Formation

Total number of children enrolled in home-base program _____

Number of children who were sent the online videos and Youth Training Form _____

Parish does not have any Formation programs or home-based program for children but has adults who work with children in other areas. Parish children attend a Formation program and receive safe environment training at:

Name of Parish _____

A.

Column #1	Column #2	Column #3	Column #4	Column #5	Column #6	Column #7
Total enrollment (exclude preschool)	Total number trained at the parish — include homeschooled youth	Total number not trained (parent refusal or absence)	Total number of absent/refusal sent Home Training Packet & Absent form	Total number of Absent forms returned as refusal (attach copy)	Total number of Absent forms returned as absence	Total number of Absent forms not returned

B. Preschool total enrollment _____ Total number trained at the parish _____

Pastor Verification - Pastors, please complete and sign:

Dear Bishop Persico,

_____ Parish(es) in the Diocese of Erie has accurately reported and maintains on file all required clearances, trainings and documents for employees and volunteers. The parish followed diocesan policy in providing the safe environment training program for parents and children/youth in the 2023-2024 reporting period.

Pastor's Signature _____ Date _____

Part 4: Incomplete, Missing or Expired Compliance Requirements

A person is out of compliance when any Policy required documentation is incomplete, missing or expired. For Personnel in Part 1 of this report lacking any of the required clearances, training and/or documents, please enter the persons’ full name, the incomplete, missing, or expired item(s) and the expected date of completion in the chart below. Attach another sheet if necessary. This page does not need to be returned if blank.

Name of Personnel	Incomplete, missing or expired requirement(s)	Expected date of completion (must be within 14 days)

Office for the Protection of Children and Youth



Instructions to complete the Annual Parish Report for Child Protection Compliance Reporting period: July 1, 2023 – June 30, 2024

Please read instructions before completing the report.

The Office for the Protection of Children and Youth thanks you for completing the report. The information you provide will be used to complete the annual diocesan audit for child protection compliance required by the USCCB. For questions or assistance in completing the report contact Cindy Zemcik at 814-824-1195.

1. **Every parish is required to complete and return the Annual Parish Report for Child Protection Compliance** whether or not there are any parish employees or volunteers in contact with minors as defined in the diocesan Policy for the Protection of Children. **Note:** Partnered Parishes may choose to complete one report for each parish or a combined report that lists each parish's name.
2. **The report is due on or before June 13, 2024.** The report should only include information for the time period of July 1, 2023 to June 30, 2024. The person completing the report will be contacted in the event clarification is needed or to follow up on incomplete compliance documents.
3. In instances where the Edge program or Purpose program is combined with other parishes, each parish will record their own employees, volunteers, and children/youth training.

Part 1: Child Protection Compliance Status

4. When deciding which box to check, some examples of employees and volunteers who have direct contact, direct volunteer contact or routine interaction with children are preschool, day care, before/after school care, summer care, Faith Formation program, Youth Ministry program, Children's Liturgy of the Word, Choir with youth under 18, adults training youth for any liturgical ministry, sport program sponsored by the parish. This list is not exhaustive. Priests and Deacons are reported separated and should not be counted as an employee or volunteer.

Box #1: Check this box and complete Parts 2, 3, 4 and the Verification section if any employees and/or volunteers in the parish have direct contact, direct volunteer contact or routine interaction with children, or the pastor requires all employees to follow the diocesan policy for the Protection of Children and Youth.

Box #2: Check this box and complete the Verification section on page 2 if NO employees and/or volunteers have direct contact, direct volunteer contact or routine interaction with children.

Definitions of direct contact, direct volunteer contact or routine interaction can be found in the Policy for the Protection of Children and Youth.

Part 2: Employee and Volunteer Safe Environment Compliance Documentation

5. When completing the chart: **DO NOT INCLUDE CLERGY**. Clergy are reported separately.
6. **Column #1 and Column #2: Number of Personnel who had direct contact, direct volunteer contact, or routine interaction with children during the reporting period.**
 - **Employees:** Record in column #2 the total number of adults employed by the parish and required by either position held or pastor directive to follow the policy for the Protection of Children. If no employee fits the description, enter zero.
 - **Regular Volunteer:** Record in column #2 the total number of adult Regular Volunteers who had direct volunteer contact or routine interaction with children on a regular basis. If no volunteer fits the description, enter zero.

- **Occasional Volunteer:** Record in column #2 the total number of adult Occasional Volunteers who had direct volunteer contact or routine interaction with children less than once a month. If no volunteer fits the description, enter zero.

7. **Column #3 – Required Clearances:**

In each Personnel category, record in column #3 the number of people with ALL required clearances. State law and diocesan policy require that clearances are valid and on file before employment or volunteering begins. A valid clearance has an issue date less than 60 months old. Required clearances are listed in the Policy for the Protection of Children and Youth and on the OPCY webpage.

8. **Column #4 – Incomplete Clearances:**

In each Personnel category, record in column #4 the number of people lacking any of the required clearances and complete Part 4 of the report. *If any clearance is incomplete, expired, or missing the parish is out of compliance.*

9. **Column #5 – Required Training:**

Certificates of completion for *Creating a Safe Environment* training must be on file for Employees and Regular Volunteers.

In each Personnel category, record in column #5 the number of people with valid training. According to diocesan policy, training is valid for 60 months from the date on the certificate and must be on file before employment or volunteering begins.

10. **Column #6 – Incomplete Training:**

In each personnel category, record in column #6 the number of people lacking the required training and complete Part 4 of the report. *If any training is incomplete, expired, or missing the parish is out of compliance.*

11. **Column #7 – Required Documents:**

Required documents/forms vary according to title and can be found in the Policy for the Protection of Children or on the Protection of Children webpage.

In each Personnel category, record in column #7 the number of Personnel with all policy required documents and/or forms. If the number in column #7 does not match the number in column #2, complete Part 4 of the report. *If any required document or form is incomplete, expired, or missing the parish is out of compliance.*

Part 3: Safe Environment Training Documentation for Parents/Legal Guardians and Children:

12. **Parents/Legal Guardians:**

Record the number of parents/legal guardians or households who received the safe environment training material provided by the Office for the Protection of Children and Youth.

13. **Children: Check the appropriate box that describes the parish formation program.**

- **Check Box #1** if the parish has a formation program (includes those programs with a homeschool component). Enter date and method of training and complete Parts A and B.
- **Check Box #2** if the parish traditionally only has a home-based formation program. Enter the training information in the space provided and skip to the Verification section.
- **Check Box #3** if the parish does not have a formation or youth ministry program but has adults working with children in other areas. Provide the name of the parish where your parish children attend formation. Skip to the Verification section.

14. Part A.:

- Column #1: Enter the total enrollment for all formation programs.
- Column #2: Enter the total number of children trained at the parish or by homeschooled method.
- Column #3: Enter the total number of children who were absent for the training or whose parents/legal guardians refused the training.
When added together, columns #2 and #3 should equal the total in column #1.
- Column #4: Enter the total number who were sent the Home Training packet and Absent form. The Home Training packet is sent to those in column #3 who were absent or parents/legal guardians refused the training.
The number in column #4 should be the same as the number in column #3.
- Column #5: Enter the total number of Absent forms returned as refusal.
Copies of Absent forms listing "refusal" must be returned with the report.
- Column #6: Enter the total number of Absent forms returned as legitimate absence.
- Column #7: Enter the total number of Absent forms not returned.
The sum total of columns #5, #6, and #7 must match the total in column #4.

15. Part B.:

Enter the total enrollment for preschoolers and the number trained at the parish.

16. Pastor Verification:

Pastors, please review the report for accuracy, enter the name of the parish, and sign this section.

Part 4: Explanation for Incomplete Clearances, Trainings, and/or Documents

17. Personnel without proper documentation are out of compliance with the policy and are not permitted to work with children. For each Employee, Regular Volunteer or Occasional Volunteer lacking any of the required clearances, training, or documents/forms, list the person's full name, incomplete, missing, or expired item(s) and the expected date of completion. Use a separate sheet of paper if necessary. The person completing the report will be contacted for follow up. This page does not need to be returned if it is blank.

Returning the Report:

18. Keep a copy of the report and return the original report to the Office for the Protection of Children and Youth, 429 E. Grandview Blvd., Erie, PA 16504. The report can also be scanned and emailed to czemcik@eriercd.org DO NOT fax the report.