
DIOCESE OF KALAMAZOO
MEMORANDUM

TO: PASTORS, PARISH COORDINATORS, AND LOCAL SAFE ENVIRONMENT COORDINATORS

FROM: Deacon Pat Hall, Marjorie Haas

SUBJECT: **Safe Environment Pre-Audit for 2009 - 2010**

DATE: January 29, 2010

cc: D. J. Florian, Parish Life; Margaret Erich, Superintendent of Schools

As has been our practice the past four (4) years, it is time for the preliminary safe environment audit report to be submitted to the Safe Environment Office. The purpose of the audit is to help you verify that your parish or school is in compliance with the USCCB Charter "Promise to Protect, Pledge to Heal." The purpose of the report is to enable you to determine who needs to attend a training session and/or who needs to have a background check completed. All current clergy, employees, teachers, and coaches must to be listed. Also, catechists as well as other volunteers who work with children must to be listed. By completing this pre-audit, you will initially have your information compiled for the final audit information which will be due June 30, 2010.

The necessary directions, instructions on how to complete each schedule of the audit and the schedules can be found on Diocese of Kalamazoo's website, www.dioceseofkalamazoo.org and downloaded. The information is under the Safe Environment link on the left hand side of the page. As in the past, the schedule forms must be downloaded from the website, saved to your computer, completed, and then **emailed** to Marjorie Haas at mhaas@dioceseofkalamazoo.org. Only reports submitted in this electronic format will be accepted. This report is due **March 1, 2010**.

On the Schedule E -- Students, which refers to "Teaching Touching Safety" presentations, please include:

- A. the number of students in each grade level,
- B. the number of students present the day of Teaching Touching Safety class, (use the highest number of students present of both sessions)
- C. the number of students who have opted out AND have a parent opt out form on file, and
- D. the exact date(s) of the trainings were held. (If you have not presented Touching Safety yet this year, this is your gentle reminder to do so.)

Please note: Teaching Touching Safety is required every year.

It is expected that all volunteers who work with children and as well as all employees will be in compliance within three months of their starting date. Anyone not in compliance by June 30, 2010, will be suspended from all parish or school activity. To be in compliance all information must be available on the VIRTUS website. If someone has not registered or does not have a background check listed on the VIRTUS website, they are not in compliance. We will be use the report to update the VIRTUS database. The accuracy and thoroughness of the report is critical.

As a point of information, the Diocese of Kalamazoo will conduct parish and school on-site audits of safe environment issues for this fiscal year. These audits will be conducted in the Spring and Summer. You will be notified if your parish/school is selected to be audited.

If you have any questions, please call Deacon Pat at 269-349-8714 ext. 246, or Margie Haas at ext. 247.

Attachments: Pre-Audit Instructions
Pre-Audit Schedules
Pre-Audit Checklist