



ARCHDIOCESE OF DENVER

Reporting Form Instructions

Attached you will find a copy of the 2022 Safe Environment Certification form that is required every year, from every parish in the Archdiocese of Denver. The questions on this certification form are taken from the USCCB annual audit questionnaire.

Please become familiar with the three areas of safe environment which are outlined in the *Pastor Checklist*. This information is available at www.ArchDen.org ⇒ Child Protection ⇒ Site Administrator Resources ⇒ Pastor Checklist.

**Religious Education programs in the Archdiocese of Denver will be providing
VIRTUS Teaching Safety — Empowering God's Children**

**Lesson 2 – Safe Adults, Safe Touches and Special Safe Adults for the 2021-2022 program year. You may do as many additional lessons as you have time for if you wish
(Archdiocese schools will be providing Lessons 3 and 4 for the 2021-2022 school year.)**

Parent/guardian led lesson plans are available for home catechesis programs.

Online reporting through Virtus is available, with your pastor's approval. If you use this option, please Create an Acknowledgement (click the button) form from Virtus and email it to us when input is complete.

Minors: FORM A: The Charter for the Protection of Children and Youth requires that all children and youth in all religious education programs in the Archdiocese be provided safe environment training. Please offer these classes in the fall so that attendance, opt-out and not trained totals as of December 31st, 2021, can be reported by February 28th, 2022. Do not include Catholic school children on this form.

If you or your staff have any questions, please contact the Office of Minor and At-Risk Adult Protection:
Christi.Sullivan@ArchDen.org 303-715-3241 or Alex.Kwan@ArchDen.org 303-715-2085

FORM A – FOR DIRECTOR OF RELIGIOUS EDUCATION – FORM A

Safe Environment Certification

Due to: Archdiocese of Denver - Office of Minor and At-Risk Adult Protection

Christi.Sullivan@ArchDen.org or Alex.Kwan@ArchDen.org

No Later Than February 28, 2022

Parish name and location: _____ Other Parishes/Missions-if included: _____

Person(s) completing form: _____

Pursuant to Article 12 and Article 13, of the USCCB Charter for the Protection of Children and Young People; As Pastor of the above described parish(es) in the Archdiocese of Denver, I have been made aware of and implemented the Safe Environment Program for children, youth, parents, ministers, educators, volunteers and others about the ways to make and maintain safe environment for children and young people. I have also evaluated the background of paid personnel and volunteers whose duties include ongoing, unsupervised contact with minors.

FORM A – FOR DIRECTOR OF RELIGIOUS EDUCATION – FORM A

Section 1-MINORS

A	B	C	D	E	F
Grade	Total number of RE students trained (at home and/or by parish)	Total number of children who opted out	Total number of children absent	Total number of children (B+C+D=E)	Plans to provide training for those in column D (additional training session, material given to parents, etc.)
K-2					
3-5					
6-8					
9-12					

(there should be no blank boxes-please indicate total numbers even if total is zero)

Pastor's Signature: _____ Date: _____ (please retain a copy for your records)