



May 12, 2014

Dear Principal of a Level II School,

Greetings in the Lord! I hope this letter finds you well as we look towards spring.

As you know, Archbishop Sartain is responsible to ensure that all Catholic schools operating within the Archdiocese of Seattle have fulfilled all Safe Environment requirements as outlined in the *Charter for the Protection of Children and Young People* (USCCB 2005). This responsibility extends to our Level II (independent) schools.

All Level II schools must satisfy all three elements of Safe Environment and submit verification to the Archdiocese of Seattle that the requirements have been satisfied.

The three elements of Safe Environment are:

- Criminal Background Check
- Sexual Abuse Prevention Policies
- Safe Environment Training for:
  - ~ Employees
  - ~ Volunteers with ongoing unsupervised contact with minors
  - ~ Parents
  - ~ Children & Youth

As a Level II School, your school coordinates all safe environment efforts, including record keeping, in accordance with your organization's policies and procedures. The Archdiocese of Seattle simply needs verification of compliance in order to report correct information to the USCCB.

**Please complete the enclosed Safe Environment Reporting form, in its entirety, and return the original signed form to the Safe Environment Program by May 31, 2014. Incomplete forms will not be accepted.**

Contact the Safe Environment office with any questions, (206) 274-3188 or email us at [sep@seattlearch.org](mailto:sep@seattlearch.org).

Thank you for your continued dedication to our children!

Peace and Lenten Blessings!

Shawna McMahon  
Safe Environment Program Coordinator



# Archdiocese of Seattle

## Safe Environment Program

### LEVEL II SCHOOLS: SAFE ENVIRONMENT REPORTING FORM 2013-2014

**PLEASE COMPLETE THIS FORM IN ITS ENTIRETY.**

This verifies that we have fulfilled all three Safe Environment requirements as defined in the *Charter for the Protection of Children & Young People* (USCCB, 2005) for the 2013-14 school year.

#### 1) Criminal Background Checks

- ☐ Criminal background checks are completed on the following people:
- All employees;
  - All volunteers with ongoing unsupervised contact with minors or vulnerable adults;
  - All volunteers who drive in the course of their volunteer activity and
  - All volunteers with access to cash, checks, Scrip, credit card/bank account numbers or other negotiable tender.

Our Background Check Vendor is: \_\_\_\_\_

#### 2) Sexual Abuse Prevention Policies

- ☐ All employees and all volunteers with ongoing unsupervised contact with minors or vulnerable adults have read and agreed to follow the Sexual Abuse Prevention Policies of your organization.

\* Please indicate how policies are distributed and include a copy of your policies along with this form.

\_\_\_\_\_

#### 3) Safe Environment Training

- ☐ All required training was completed with the following groups:

	Total Number	* Number of Opt-outs	Number Trained	** Number Remaining	Name of Program	# of BG Checks
Educators						
School Employees						
Volunteers***						
Parents						
Students						

\* Any signed Opt-Out forms must be kept on-file at the school.

\*\* For any person in the "Number Remaining" column, please provide an explanation on a separate sheet.

\*\*\* Must include any volunteer with ongoing unsupervised contact with minors or vulnerable adults.

\_\_\_\_\_  
Signature, Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
City

*Please send the completed and signed original form to: Safe Environment Program 710 – 9<sup>th</sup> Avenue, Seattle, WA 98104*

**FOR SEP OFFICE USE ONLY:**

Date Rcvd: \_\_\_\_\_

Completed/Approved: \_\_\_\_\_

Date Entered: \_\_\_\_\_

Initials: \_\_\_\_\_