

MANDATORY ANNUAL REPORTS

Safe Environment Education Statistical Reports ONLY

Article 9 of the *Charter* states: “The [USCCB Office for Child and Youth Protection] is to produce an annual public report on the progress made in implementing and maintaining the standards in this *Charter*. The report is to be based on an annual audit process whose method, scope, and cost are to be approved by the Administrative Committee [of the USCCB] on the recommendation of the Committee for the Protection of Children and Young People. This public report is to include the names of those dioceses/eparchies which the audit shows are not in compliance with the provisions and expectations of the *Charter*.”

In order to ensure accountability, the USCCB hires a “third party” to conduct an annual audit of every diocese. This audit may be a simple review of the diocesan report or it may involve an on-site review of diocesan procedures and collected parish reports, review of diocesan curriculum and resources etc. The on-site audit may include visits to parishes and schools where the auditors may review forms which are kept on-site (e.g., “opt out” forms).

In order to be found in compliance in the area of safe environment education, the diocese must provide proof of the potential number of children/youth to be educated, the actual number who completed the education and the number of children/youth who were “opted out” by their parents/guardians as well as the dates and resources used for such education.

Therefore, to assist the Chancellor in preparing the national audit report, the Office of Religious Education collects the following reports – forms for which may be found on the website: www.worcesterdiocese.org/safe-environment-ed:

Parishes: STUDENTS (Form 1)
PARENTS (Form 2)
EVALUATION (FORM 3)
Signed “Opt Out” forms must be kept on file at the parish permanently.

Schools: STUDENTS
PARENTS
EVALUATION (FORM 3)
Signed “Opt Out” forms must be kept on file at the school for permanently

The audit period is from July 1 through June 30. Parish and school reports need to be submitted in May so that the diocese may prepare its report to the USCCB.

Note: These forms may change due to specific requests by the USCCB or the auditors.
Please refer to current forms on the website noted above.

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