



**MANDATORY**  
**2024 USCCB SAFE ENVIRONMENT HIGH SCHOOL**  
**AUDIT COMPLIANCE REPORT AND SIGNATURE PAGE**  
*(This report is for Safe Environment Year July 1, 2023 – June 30, 2024)*

**DEADLINE – FRIDAY – APRIL 26, 2024**

**Report must be signed and mailed to:**  
**Fr. James Anguiano, Moderator of the Curia/Vicar General**  
**2024 USCCB Safe Environment High School Audit Compliance Report**  
**3424 Wilshire Boulevard**  
**Los Angeles, CA 90010-2241**

**This report should include hard copies of the following items:**

- **Include this “Signature Page” signed and dated below**
- **Completed 2024 USCCB Safe Environment High School Audit Compliance Report**
- **Two (2) Safeguard the Children Committee Meetings Minutes**
- **Three (3) Newsletters or other Communications**

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**SIGNATURE PAGE**

**Region:** \_\_\_\_\_

**High School:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

\_\_\_\_\_  
*Please Print Name and Title*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date Signed*

**2024 USCCB SAFE ENVIRONMENT HIGH SCHOOL  
AUDIT COMPLIANCE REPORT**

The attached 2024 USCCB Safe Environment High School Audit Compliance Report must be completed, signed, and returned by **Friday, April 26, 2024**. A copy of this report must be kept on file at the High School. For questions, call Joan Vienna at (213) 637-7227.

**1. SAFEGUARD CONTACT INFORMATION:**

Each High School must have a Safeguard the Children Committee and Chairperson. Please list his/her email so important information and resources can be emailed to him/her. If you are affiliated with the parish Committee, please submit their information below:

Name of Chairperson: \_\_\_\_\_

EMAIL: \_\_\_\_\_ Phone: \_\_\_\_\_

**2. SAFEGUARD THE CHILDREN COMMITTEE MINUTES:**

It is mandated that the *Safeguard the Children Committee* meets at least two (2) times a year. This Report must **include at least two (2) sets of *Safeguard the Children Committee Meeting Minutes*** from July 1, 2023 – May 30, 2024. Note: If you are affiliated with the parish Committee, please include their minutes.

**3. WORKING TOGETHER BROCHURES:**

The “Working Together to Prevent Child Sexual Abuse” brochure must be displayed in the school office at all times and distributed to all parents and guardians annually. Order brochures free at: <https://lacatholics.org/departments-ministries/safeguard-the-children/>

Please check the locations where they are displayed:

\_\_\_ School Office \_\_\_ Other

\_\_\_ Distribution to parents during 2024 April Child Abuse Prevention Month

**4. PUBLICIZING THE EXISTENCE OF THE CHARTER:**

How does your school publicize Child Abuse Prevention Month? (Examples: Displaying USCCB Safe Environment Posters at the school, having a special activity or event, putting “Did You Know?” and other resources on your website.) <https://lacatholics.org/child-abuse-prevention-month/>

\_\_\_\_\_  
\_\_\_\_\_

**5. CHILD ABUSE REPORTING:**

Principal/President and all school staff members must know when and how to report an allegation of sexual abuse of a minor and reporting forms readily available. Please specify where do you display copies of “Responding to an Allegation of Suspected Child Abuse Procedures.”

<https://lacatholics.org/reporting-child-abuse/>

High School Office/Other: \_\_\_\_\_

6. **VICTIMS ASSISTANCE:**

Principal/President and all school staff members must know how to obtain outreach for victims through the Archdiocesan Victims Assistance Ministry. Is the following information posted in plain view at yourschool site? Yes \_\_\_ No \_\_\_

If “No” please post it at this time.

Dr. Heather Banis, Victims Assistance Ministry Coordinator  
(213) 637-7650  
[hbanis@la-archdiocese.org](mailto:hbanis@la-archdiocese.org)

7. **GUIDELINES:**

The Principal/President, school staff and volunteers must annually review and sign copies of the “Guidelines for Adults Interacting with Minors at School Activities or Events” which lists the standards of ministerial behavior for clergy, staff and volunteers.

<https://lacatholics.org/policies-and-procedures/>

Where are the signed “Acknowledgment of Receipt” forms for “Guidelines for Adults Interacting with Minors at School Activities or Events” kept?

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The “Guidelines for Junior High and High School Students Working with Minors” must be reviewed with any minors who volunteer with children and the school must keep the signed “Acknowledgment of Receipt” form on file.

<http://handbook.la-archdiocese.org/chapter-9/section-9-7/topic-9-7-2>

Where are the signed documents filed? \_\_\_\_\_

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8. **ADULT VIRTUS® TRAINING:**

All adults, including clergy, paid school staff and volunteers who work or volunteer with or around children must take the 3 hr. VIRTUS® “Protecting God’s Children”. [www.virtus.org](http://www.virtus.org)

The training is good for four years from the date on the Certificate.

- a. Must take the “Keeping the Promise Alive” Recertification before the Certificate expires.
- b. If the certificate is more than 4 years old, they must retake the “Protecting God’s Children” session.
- c. If a participant has read 48 or more VIRTUS® Monthly Bulletins, he/she can apply for an Option #3 Recertification by emailing [avichot@la-archdiocese.org](mailto:avichot@la-archdiocese.org) with his/her name and the Region where the VIRTUS® online account is located.
- d. Option #4: : Reporting Suspected Abuse or Neglect (Recertification Only) please email [bmelendez@la-archdiocese.org](mailto:bmelendez@la-archdiocese.org)

Complete the following information on the adults who are in compliance and those who need to be trained:

**SCHOOL - PRINCIPAL, PRESIDENT, STAFF AND VOLUNTEERS:**

	<b><u>Total Number</u></b>	<b><u>#VIRTUS® Trained</u></b>	<b><u>#To be Trained</u></b>	<b><u>Deadline</u></b>
Principal/President:	_____	_____	_____	_____
Administrators:	_____	_____	_____	_____
Teachers:	_____	_____	_____	_____
Staff:	_____	_____	_____	_____
Coaches:	_____	_____	_____	_____
Parent Volunteers:	_____	_____	_____	_____
Other Volunteers:	_____	_____	_____	_____

9. **YOUNG PEOPLE TRAINING:**

All Catholic High School must use “Empowering God’s Children and Young People” ©Archdiocese of Los Angeles or approved Components of the High School Outcome and Criteria.

Note: Beginning in the 2021-2022 school year all High Schools must use “Empowering God’s Children and Young People.”

For “Empowering God’s Children/Young People” Lesson Plans and Resources, visit:

<https://lacatholics.org/empowering-gods-children/>

<b><u>Number Youth in Programs</u></b>	<b><u># Trained</u></b>	<b><u># Absent</u></b>	<b><u># Opt-Outs</u></b>
_____	_____	_____	_____

Was the children/youth training reported on VIRTUS® Online by February 15, 2024? Yes  No   
 If not, why? \_\_\_\_\_

10. **OPT-OUT FORMS:** *(Opt-Out Forms Must Be Kept Permanently Onsite)*

Did the school have any parents who choose not to have their child participate in the Archdiocesan safe environment children’s training?

How many parents opted out? \_\_\_\_\_

Where is the documentation filed? \_\_\_\_\_

What materials were offered to parents who chose to opt-out of safe environment training for their child? \_\_\_\_\_

11. **FINGERPRINTING:**

All Principals/Presidents, staff and volunteers who work regularly in a supervisory role with children or youth must be fingerprinted. Each High School must have a SEP (Safe Environment Platform) Administrator who is responsible for checking fingerprinting records for their site. For information, call: (213) 637-7680. <https://lacatholics.org/fingerprinting/>

SEP Administrator for High School: \_\_\_\_\_

Phone: \_\_\_\_\_

12. **ALLEGATIONS:**

Answer the following questions only if the school was directly affected or has become aware of allegations of sexual abuse of children by clergy or lay staff member(s) during the current audit period:

a. Has the Archdiocese kept the High School/school informed?

Yes:  No:

b. Has the Archdiocese provided outreach to affected persons or groups?

Yes:  No:

c. Has the Archdiocese supported reinstatement of the accused when allegations are determined to be unfounded? (if applicable)

Yes:  No: