

**Diocese of Fort Wayne-South Bend
SAFE ENVIRONMENT PROGRAM
Training Report for Children & Youth**

FORM 3
Growing with God
Program

Purpose: To document the teaching of annual safe environment training to all students in Catholic grade schools.

Directions:

1. In the table, list all the sessions in which the training is presented to the children. Add rows if needed.
2. For each session, provide the date of the session, grade level of students, number of students present, number of students absent, number of students whose parents opted them out, the presenter's name. If parents train their children at home after being absent from the school session, enter them in the row for at home learning. Do not include them in the absent number for the in-person training at the school. This would double count the students.
3. Do not include other safety curriculum on this page.
4. Total the numbers in each column.
5. Page 3, Line a – Enter the total the number of students who received the safe environment sessions either in person at school or if absent, at home by parents.
6. Line b – Enter the total the number of students who were absent and could not make up the session. (Note: for these students, send a copy of the material to the parents with a request that they review it with their child). If the parents return the form that they reviewed the material at home, then include these students in in the row for at home training.
7. Line c – Enter the number whose parents did not want them to attend (opt outs), if there were any. (Note: for these students, offer/send a copy of the material to the parents with a request that they review it with their child). Each parent must sign a **PARENT REFUSAL FORM**. Please keep all these forms on file.
8. Line d – Enter the number of students who left the school, enrolled after training or any other number necessary to make your total add correctly on the next line.
9. Line e -- Enter the total number of children enrolled in your school. Please make sure this number equals the sum of the four numbers above it!
10. Please complete the information at the bottom of the page and review it with the pastor of the parish.
11. Return to:

Joe Garcia
Safe Environment Program
PO Box 390
Fort Wayne, IN 46801

FAX: 260-483-1881



Training Report for children enrolled in Catholic grade schools – Curriculum: **Loyola Press Growing with God program**

School name _____ City _____

School year – July 1, 2022 - June 30, 2023

Date(s) of session	Grade	Number trained	Number absent	Number opt-out	Presenter of material to students	Material presented (check boxes)			
						The Swimsuit Lesson (Holsten – 2005)	Lesson 2: Boundaries (required)	Lesson 4: Safety Awareness (required)	Lesson 5: Digital Discipleship (required)
	Preschool-in person*						NA	NA	NA
	Preschool-at home		NA	NA			NA	NA	NA
	K-in person					NA			NA
	K-at home		NA	NA		NA			NA
	1-in person					NA			NA
	1-at home		NA	NA		NA			NA
	2-in person					NA			NA
	2-at home		NA	NA		NA			NA
	3-in person					NA			NA
	3-at home		NA	NA		NA			NA
	4-in person					NA			NA
	4-at home		NA	NA		NA			NA
	5-in person					NA			NA
	5-at home		NA	NA		NA			NA
	6-in person					NA			NA
	6-at home		NA	NA		NA			NA
	7-in person					NA			NA
	7-at home		NA	NA		NA			NA
	8-in person					NA			NA
	8-at home		NA	NA		NA			NA
	TOTAL								

- a) Total number of students who attended safe environment training sessions (in person and at home) _____
- b) Total number absent (from in person training and not trained at home) _____
- c) Total number of opt outs _____
- d) Other (please explain: _____) _____
- e) Total number of students enrolled (this should be the total of a – d) _____

PARENT REFUSAL FORMS are on file for every student opted out. Yes No NA (circle one)

Form completed by: _____ telephone: _____
 Position: _____ e mail: _____
 Date: _____

Principal signature: _____ Date: _____

By signing below, I acknowledge the numbers above are accurate for my school. I also affirm that our parish has received the diocesan safe environment program and has implemented it as documented above.

Pastor signature: _____ Date: _____

Note: The pastor must sign this form before it is returned.