

Purpose: To document the teaching of annual safe environment training to all students in parish religious education programs.

Directions:

1. In the table, list all the sessions in which the *Safe Environment Script*, *The Swimsuit Lesson*, or *Boundaries (grade 6-8 material)* were presented to children using any of the three modalities.
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. Use "Parents" for the presenter's name with "at home". Mark box for material presented. Total the numbers of students present, students absent and number of opt outs at the bottom of the chart.
3. Do not include other safety curriculum on this page.
4. Page 3, Line a – Enter the total number of students who received the safe environment sessions using all three modalities.
5. Line b – Enter the total 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 signed that they reviewed the material at home, then include these students in modality 3 total. Keep all verification forms on file.
6. Line c – Enter the total number of students 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.
7. Line d – Enter the number of students who left the program, enrolled after training or any other number necessary to make your total add correctly on the next line.
8. Line e -- Enter the total number of children enrolled in your program. Please make sure this number equals the sum of the four numbers above it!
9. Enter the data for the grade three assessments. Please make sure the number of grade three students matches the number in the table. For the average score, enter either the total number correct out of 6 possible (e.g. 4/6) or the percentage (e.g. 66.7%). For the range, use the number correct out of 6 or the percentage (e.g. 6/6 to 1/6 or 100% to 16%).
10. Enter the data for the grade six assessments. Please make sure the number of grade six students matches the number in the table. For the average score, enter either the total number correct out of 10 possible (e.g. 8/10) or the percentage (e.g. 80%). For the range, use the number correct out of 10 or the percentage (e.g. 10/10 to 6/10 OR 100% to 60%)
11. Please complete the information at the bottom of the page and review it with the pastor of the parish.

12. **Return to:** **Babette Zielinski** – Safe Environment
St John Paul II Center
1328 W Dragoon Trail
South Bend IN 46544

OR Scan & Email to Safe@Diocesefwsb.org



Training Report for children enrolled in parish religious education programs – Curriculum: Diocesan created program

Parish name _____ City _____

School year – July 1, 2024 - June 30, 2025

Date(s) of session	Grade	number Trained	number Absent	Number Opt-out	Presenter of material to students	Material presented (check box or boxes)									
						Swim- suit Lesson PreK - Gr. 1	Script PreK– Gr. 3	Script Gr. 4-5	Gr. 6 lesson	Gr. 7 lesson #1	Gr. 7 lesson #2	Gr. 8 lesson #1	Gr. 8 lesson #2	Gr. 8 lesson #3	
	Preschool In person														
	Preschool At home		NA	NA											
	Kindergarten In person														
	Kindergarten At home		NA	NA											
	1st - In person														
	1st - At home		NA	NA											
	2nd - In person														
	2nd - At home		NA	NA											
	3rd - In person														
	3rd - At home		NA	NA											
	4th - In person														
	4th - At home		NA	NA											
	5th - In person														
	5th - At home		NA	NA											
	6th - In person														
	6th - At home		NA	NA											
	7th - In person														
	7th - At home		NA	NA											
	8th - In person														
	8th - At home		NA	NA											
	TOTALS														

a) Total number of students who attended safe environment training sessions _____

- b) Total number absent _____
- 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. (circle one) YES NO N/A

Grade Three Assessment

- 1) Number of students who completed the assessment _____
- 2) Average score on the assessment for all grade 3 students _____
- 3) Range of scores (High to Low) _____ to _____

Grade Six Assessment

- 1) Number of students who completed the assessment _____
- 2) Average score on the assessment for all grade 6 students _____
- 3) Range of scores (High to Low) _____ to _____

Form completed by: _____
 Position: _____
 Email: _____

Date: _____
 Telephone: _____

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.*