

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 count for the in-person training at the school. This would double count the number of 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 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 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:** **Babette Zielinski** - Safe Environment Program
St John Paul II Center
1328 W Dragoon Trail
Mishawaka IN 46544

OR Scan & Email to Safe@diocesefwsb.org



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

School 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 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
	Kindergarten In person					NA			NA
	Kindergarten At home		NA	NA		NA			NA
	1 st - In person					NA			NA
	1 st - At home		NA	NA		NA			NA
	2 nd - In person					NA			NA
	2 nd - At home		NA	NA		NA			NA
	3 rd - In person					NA			NA
	3 rd - At home		NA	NA		NA			NA
	4 th - In person					NA			NA
	4 th - At home		NA	NA		NA			NA
	5 th - In person					NA			NA
	5 th - At home		NA	NA		NA			NA
	6 th - In person					NA			NA
	6 th - At home		NA	NA		NA			NA
	7 th - In person					NA			
	7 th - At home		NA	NA		NA			
	8 th - In person					NA			
	8 th - At home		NA	NA		NA			
	TOTAL								

- a) Total number of students who attended safe environment training sessions (in person plus 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. (circle one) Yes No N/A

Form completed by: _____
Position: _____
Email: _____

Date: _____
Telephone: _____

Principal signature: _____

Date: _____

By signing below, I acknowledge the numbers above are accurate for my school.

Pastor signature: _____

Date: _____

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