

**Safe Environment
School Responsibilities:
CHECKLIST**

Parish: _____

By Fall* of Each Year:

- _____ **Schedule training of teachers/volunteers working with Youth and Children**
- _____ **Review Code of Conduct and Sexual Misconduct Policies**
- _____ **Collect signed Volunteer Code of Conduct and maintain file**
- _____ **Request Background Checks for New Teachers/Volunteers**

***This does not mean that you should wait until fall for either the training or background checks. If you have new volunteers throughout the year, they should be trained and checked at the time they begin volunteering.**

When requested, provide the following data to the Archdiocese (see contact info below):

_____ **Number of children attending school**

_____ **Kindergarten**

_____ **1-8**

_____ **9-12**

_____ **Number of Volunteers working with Youth and Children**

_____ **Children k-6 or k-8 (please specify)**

_____ **Youth 7-12 or 9-12 (please specify)**

_____ **Number of Parent training sessions offered between October 1 and September 30th:**

_____ **Estimate number in attendance**

_____ **Estimate number of parents who are volunteers (who might have already received training)**

Please list the number of employees in your school. Educators should be listed separately. Office employees belong under the employee category.

_____ **employees**

_____ **educators**

The attached sheet should be used for each training session for students, teachers, volunteers, and parents. These should also be sent to the Archdiocese. Maintain a copy of all paperwork in case there are questions.

Send all paperwork and requests for background checks to:

Human Resources

225 Cordova Street

Anchorage, AK 99501

fax: 272-7370

phone 297-7744 (Mary Beth)

297-7745 (Reba)