

Archdiocese of Anchorage

Semi-Annual, School Safe Environment Report

School Name _____ Date _____

I. Faculty: All faculty must attend Archdiocesan Employee Training at hire and every three years.

Total number of faculty _____

Total number of faculty who have attended training _____

Explanation of discrepancy _____

All non-Alaska State Certified Teachers must have a background check and fingerprinting done prior to employment and every five years.

Total number of non-certified faculty _____

Total number of completed background checks and finger prints _____

Explanation of discrepancy _____

All faculty must attend and sign annual update of Archdiocesan Code of Conduct

Date of annual update _____

Number of faculty attending _____

II. Staff: All non-faculty staff members (i.e. secretaries, maintenance workers, etc) must have back ground checks done prior to hire and every five years.

Total number of non faculty staff _____

Total number of back ground checks completed on non faculty staff _____

Explanation of discrepancy _____

All non-faculty staff are to attend Archdiocesan Employee Safe Environment Training every three years.

Total number of non faculty staff who have attended training_____

Explanation of discrepancy_____

All non-faculty staff must attend and sign annual Archdiocesan Code of Conduct.

Date of Annual Update_____

Number of staff attending_____

III. Students: All students must attend age and grade appropriate Safe Environment Training annually

Total Number of Students_____

Total number of students who attended training_____

Explanation of discrepancy_____

IV. Parents: All parents of students must be offered a Safe Environment Training Course annually

Date Parent Training Offered_____

Number in attendance_____

V. Volunteers: All volunteers must have a background check completed every five years.

Total number of volunteers_____

Total number of back ground checks completed _____

Explanation of discrepancy_____

All volunteers must attend Volunteer Safe Environment Training before beginning volunteer work

Total number of volunteers who have attended training _____

Explanation of discrepancy _____

All volunteers must attend and sign annual Volunteer Code of Conduct.

Date of annual update _____

Number of volunteers attending _____

Principle

Date

Pastor or Pastoral Administrator

Date