



School Compliance Evaluation for the Diocese of Gallup
 Office of Safe Environment
 For Audit Period: July 1, 2024 - June 30, 2025

(Please print)

NAME OF SCHOOL:	
ADDRESS/CITY/STATE:	
CONTACT PERSON FOR REPORT:	
CONTACT PERSON EMAIL:	

Audit Checklist/Report for Schools


CHILDREN/YOUTHS (All youth in formal classes (In-person, remote, on-line, etc.). Also include other affected youth such as youth leaders active in the organization but not in classes. Add numbers to the appropriate grade category.)

Number of K-8 students		
K-8 students by In-person class activity only (not remote, on-line, etc.) during the 2024-25 school year?	YES	NO
Number of 9-12 students		
9-12 students by In-person class activity only (not remote, on-line, etc.) during the 2024-2025 school year?	YES	NO
Has the School offered Safe Environment Training to all Students and other participating minors during the 2024-2025 school year?	YES	NO
Number of children/youths trained in Safe Environment Training		
Number of children/youths who opted out of Safe Environment Training		
Does the School have documentation that parents have opted their children out of training?	YES	NO
Does the School offer Safe Environment Training materials to parents who have opted their children out?	YES	NO
Please explain how (or if) the School documents that materials were provided to parents who opted out of training. (Additional space on the last page if needed.)		
Please explain how (or if) the School documents when a parent refuses to sign any documentation, stating that they have opted out their children of training:		

ADULTS (in the two categories below) Note: Only count those who were active during this audit period.

VOLUNTEERS (only Affected Volunteers per the diocesan policy) Unpaid persons over the age of 18 assisting in the school who, as determined by the principal or supervisor, have access to minors or those who may be considered vulnerable persons. This should include all volunteers in positions of authority and those doing visits in the community.

1) Number of Volunteers		
2) Number of Volunteers who have had background checks completed within the past 5 years		
3) Number of Volunteers who have a signed Diocese of Gallup Code of Ethics (once)		
4) Number of Volunteers who have had <i>Virtus-Protecting God's Children</i> training		
5) Number of Volunteers who have completed on-going Safe Environment Training below:		
a) Completed monthly Virtus Bulletins (no more than two behind at the time of the report)		
b) Completed a <i>Virtus-Protecting God's Children</i> training after 1 July 2024		
Answers to questions #2, #3, and #4 should each equal the number of Volunteers (#1). The sum of #5a and #5b should also equal the number of Volunteers (#1). If any of these totals do not match, then please explain why in the space below or on a separate sheet to accompany this document:		

EMPLOYEES* –paid persons (other than priests/deacons) who were employed by and worked directly for the school. All employed persons regardless of duty assignments with minors or not.		
1) Number of employees (#1 = #1a + #1b)		
a) Number of Teachers and Administrators e.g., principal, vice principal, dean of students, counselor		
b) Number of Support Staff (not teachers and administrators e.g., aides, coaches, office staff, kitchen staff)		
2) Number of employees who have had background checks completed within the past 5 years (#2 = #2a + #2b)		
a) Number of Teachers and Administrators who have had background check completed within the past 5 years		
b) Number of Support Staff who have had background checks completed within the past 5 years		
3) Number of Employees who have a signed Diocese of Gallup Code of Ethics since 1 July 2024 (#3 = #3a + #3b)		
a) Number of Teachers & Administrators who have a signed Diocese of Gallup Code of Ethics since July 1, 2024		
b) Number of Support Staff who have a signed Diocese of Gallup Code of Ethics since 1 July 2024		
4) Number of Employees who have had <i>Virtus-Protecting God's Children</i> training (#4 = #4a + #4b)		
a) Number of Teachers and Administrators who have had <i>Virtus-Protecting God's Children</i> training		
b) Number of Support Staff who have had <i>Virtus-Protecting God's Children</i> training		
5) Number of employees who have completed on-going Safe Environment Training below:		
a) Completed monthly <i>Virtus</i> Bulletins (no more than four issues behind at the time of the report)		
b) Completed a <i>Virtus-Protecting God's Children</i> training after 1 July 2024		
Answers to questions #2, #3, and #4 should each equal the number of employees (#1). The sum of #5a and #5b should also equal the number of employees (#1). If any of these totals do not match, then please explain why in the space below or on a separate sheet to accompany this document:		

*Religious sisters and brothers are included as either Employees or as Volunteers.

Internal Program Review: Number of <i>Face-to-Face Interviews</i> conducted and documented during this reporting period (combined employees, catechists, and volunteers) These do not include initial interviews of new persons. Selected randomly to discuss security and safety issues for minors – goal 10% of total: (see Policy and appendices for requirements and examples)	
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Are copies of “ Promise to Protect ” documents posted in each of the buildings where they are readily accessible? (circle answer)	YES	NO
Is the “ Commitment Plaque ” for the school prominently displayed? That plaque reads “This parish/school is strongly committed to the emotional, physical, spiritual and moral wellbeing of all its members. Abuse of any kind will not be tolerated.” (circle answer)	YES	NO

SCHOOL SPECIAL MINISTERS CONTACT INFORMATION			
Special Ministry	Name	Phone	Email
Youth Ministry			
Virtus Facilitator			
Safe Environment Manager (incl. Virtus)			

Signature

TO BE COMPLETED BY THE PRINCIPAL/ADMINISTRATOR:

I certify, to the best of my knowledge and belief, that this report is true and accurate. I understand that it is my responsibility to ensure that:

- (1) I have reviewed the results of background checks on all school employees and volunteers (those who are required by policy to have checks) **before they begin work with minors**.
- (2) all school employees and volunteers (those required by policy to have Safe Environment Training) attend a *Virtus* training session **before they begin work with minors**.
- (3) all students must annually be given age-appropriate Safe Environment education unless parents choose to opt out of this training by written request.
- (4) documentation for Safe Environment compliance will be kept in a secure file in the school office to include the following records:
 - All adults
 - Safe Environment training documentation
 - Signed copies of Diocese of Gallup Code of Ethics Policy
 - Completed Background Checks – annotated as reviewed.
 - For minors
 - All Safe Environment training conducted for children
 - Parental consent letters for Safe Environment Training
 - Opt-out letters from parents who decline Safe Environment Training for their child along with documentation that training material for their children was offered.

Signature of Principal/Administrator: (Required)

Date

Please use the space below or on a separate sheet to accompany this document to explain the reasons for any variances in the information recorded on pages 1-2. If full training of students, minors or adults in the programs could not be achieved then explain why full compliance was not possible in each category. Please try to describe obstacles that prevented full success and, if possible, suggestions that would make the task easier to achieve or help that would assist your school in these tasks.

Additional Comments: (Include extra separate page if necessary)

**Return completed form to the Office of Safe Environment
by mail, e-mail, or fax to:**

**Diocese of Gallup
Office of Safe Environment
PO BOX 1338
Gallup, NM 87305**

**Email: safeenvironment@dioceseofgallup.org
Fax: 505-863-2269**

DUE DATE: February 28, 2025

Thank you.