

**DIOCESE OF KANSAS CITY-ST. JOSEPH**  
**SCHOOL SAFE ENVIRONMENT COMPLIANCE FORM FOR 2023-24 SCHOOL YEAR**

***Please complete this form and return to the OCYP by 10/1/23.***

Scan/email to [ocyp@diocesekcsj.org](mailto:ocyp@diocesekcsj.org) OR fax to the attention of OCYP at 816-817-7219 OR  
mail to OCYP at PO Box 419037, KCMO 64141-6037

Name of School/Center: \_\_\_\_\_

City of School/Center: \_\_\_\_\_ Total 2023-24 Enrollment: \_\_\_\_\_

\_\_\_\_\_ Number of **Paid Certified Teachers/Administrators**, part-time and full-time

\_\_\_\_\_ Number of **Paid School Support Staff**, part-time and full-time

\_\_\_\_\_ Number of **Volunteers** working with children/youth (i.e. parents, tutors, coaches)

**ATTESTATION BY PRINCIPAL OR ECC DIRECTOR:**

With my signature, I attest that all school employees, and all volunteers serving at this school, are in compliance with the following safe environment requirements and that we have proof of compliance:

1. Completion of the VIRTUS® *Protecting God's Children for Adults* workshop or have pre-registered and will be attending a workshop, as verified within the VIRTUS® database.
2. Clear background checks have been completed every 5 years, or are in the process of being completed, as verified within the VIRTUS® database.
3. Signed acknowledgements of commitment to our code of conduct policy, *Ethics and Integrity in Ministry* (EIM) *Code of Conduct Policy*, as verified within the VIRTUS® database.
4. Have provided our SEC with their completion certification for the Missouri Mandated Reporter Training.

**Signature of Principal/ECC Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**TO BE COMPLETED BY THE SAFE ENVIRONMENT COORDINATOR:**

Name of Safe Environment Coordinator: \_\_\_\_\_

Email of Safe Environment Coordinator: \_\_\_\_\_

With my signature, I attest that I am responsible to complete and submit the "Circle of Grace" audit report for this school/center by March 1, 2024:

**Signature of Safe Environment Coordinator:** \_\_\_\_\_

**Date:** \_\_\_\_\_