



SAFE ENVIRONMENT TIMELINE PLANNER



September	October	November	January 3	January 31	March 4	April 15	May 6	May 15	May 30	June 1	June 30	July-Sept
Start of New School Year and New Faith Formation Year	First Safe Environment training for parish children and youth should be offered.	First Safe Environment training for parish children and youth should be offered.	Schedule second training for parish children and youth (make-up)	Deadline to submit parish safe environment raining numbers via Faith Formation Census Database	Youth Ministry/Confirmation Reporting Form sent to all parish YM/Conf. Coordinators	Deadline to enter final parish SE training numbers in Faith Formation Census Database. (Make-up sessions)	Deadline to return YM/Conf. Reporting Form to CYP office	School reporting form is due back	Signed Pastor's Letter due back to Bishop's Office		Close of Charter audit year	Audit period
Ongoing adult training	Ongoing adult training	Ongoing adult training	Ongoing adult training	Ongoing adult training	Ongoing adult training	Ongoing adult training	Ongoing adult training	Ongoing adult training	Ongoing adult training	Ongoing adult training	Ongoing adult training	Ongoing adult training
Secondary Schools SE curriculum Outcomes Form is sent out to Theology Dept. Heads	Upkeep of Fingerprinting database (follow-up with individuals who have been issued Live Scan forms but have not gone to be fingerprinted)			Upkeep of Fingerprinting database (follow-up with individuals who have been issued Live Scan forms but have not gone to be fingerprinted)	Parish/School SE Compliance Report Reporting Form sent to all parishes & schools Safe Environment Coordinators & Record Custodians	Schools K-8 Reporting form is sent to all schools/	Deadline to return Parish/School SE Compliance Report to CYP office.	Upkeep of Fingerprinting database (follow-up with individuals who have been issued Live Scan forms but have not gone to be fingerprinted)			Upkeep of Fingerprinting database (follow-up with individuals who have been issued Live Scan forms but have not gone to be fingerprinted)	
		Secondary Schools SE Outcomes form is due back at end of November		Letter to pastor is sent out (confirming their parish is in compliance)								

****School's Safe Environment Training K-8 and 9-12 is scheduled throughout the school year integrated in school curriculum from October-April**

Revised September 2021



**ROMAN CATHOLIC
DIOCESE OF ORANGE**

OFFICE OF CHILD AND YOUTH PROTECTION