



# **Parish Self Audit Process Form**

## **Child Protection Compliance**

### **2011-2012**

*Diocese of Erie*

(Please use the TAB key to navigate through the form)

**Parish Name** \_\_\_\_\_ **City** \_\_\_\_\_

1. Is the existence of the diocesan policies and procedures relating to Child Protection publicized to parishioners?

YES

NO

⇒ **If Yes, describe the types and frequency of publications.**

(Examples might include publication in parish bulletins, information provided at Masses, brochures and/or posters in the vestibules of Church buildings.)

⇒ **If No, provide explanation.**

2. Does the pastor, Religious Education Leader and/or Youth Minister know when and how to report an allegation of sexual abuse of a minor?

YES

NO

⇒ **If No, provide explanation.**

3. Does the pastor, Religious Education Leader and/or Youth Minister know how to obtain outreach for victims?

YES

NO

⇒ **If No, provide explanation.**

4. **Code of Conduct and/or Diocesan Standards of Ministerial Behavior**

a) Are copies of the code of conduct and/or diocesan standards of ministerial behavior made available to clergy and any other paid personnel and volunteers of the Church in positions of trust who have regular contact with children and young people?

YES

NO

b) Are standards of conduct for clergy and other persons in positions of trust with regard to children and young people made available and clear to all members of the community?

YES

NO

⇒ **If No to 4a - 4b, provide explanation.**

5. Is safe environment training (inservicing) provided for each of the following groups: clergy, employees, volunteers, all students, and parents?

YES

NO

⇒ **If No, provide explanation.**

## 6. Parental Documentation

a) Is there a policy for those parents who choose not to have their child participate in the diocesan safe environment training?

YES

NO

b) Does the parish have documentation of the signed parental decline?

YES

NO

c) Does the parish have documentation that the safe environment training materials have been offered to parents?

YES

NO

d) If parents refuse to sign any form, has a record been maintained by the parish?

YES

NO

⇒ **If No to 6a – 6d, provide explanation.**

## 7. Background Checks

a) Does the pastor ensure that required background checks are conducted on all parish personnel to include priests and deacons as well as other paid personnel and volunteers whose duties include ongoing, unsupervised contact with minors?

YES

NO

⇒ **If No, provide explanation.**

b) Does the parish have documentation of the completed background checks?

YES

NO

⇒ **If No, provide explanation.**

8. Does the parish maintain copies of the *Application for Volunteers with Children and Youth (2004)* or *Application for Adults Working with Children and Youth (2010)* and the *Confidential Reference Form* (if necessary) for all volunteers who work regularly with children?

YES

NO

⇒ **If No, provide explanation.**

9. Does the parish maintain an *Occasional Volunteer List*?

YES

NO

⇒ **If No, provide explanation.**

10. Where is Child Protection documentation kept? (i.e., secure file in religious ed office)

11. Does the pastor ensure that visiting or non permanent clergy (e.g., weekend assistants, priests who witness marriages, perform baptisms, conduct funerals or otherwise engage in supply ministry) are clergy in good standing?

YES

NO

⇒ **If No, provide explanation.**

Name of the person completing the parish self audit \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Name of the person(s) responsible for maintaining parish Child Protection records:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate how parish student inservicing is accomplished by checking the appropriate box for each grade level.

<b>Grade Level</b>	<b>Agency</b>	<b>Video/DVD from Media Resource Library</b>	<b>Parish owns video/DVD</b>	<b>Done in public school</b>	<b>Not Applicable</b>
<b>Preschool</b>					
<b>Kindergarten</b>					
<b>Grade 1</b>					
<b>Grade 2</b>					
<b>Grade 3</b>					
<b>Grade 4</b>					
<b>Grade 5</b>					
<b>Grade 6</b>					
<b>Grade 7</b>					
<b>Grade 8</b>					
<b>Grade 9</b>					
<b>Grade 10</b>					
<b>Grade 11</b>					
<b>Grade 12</b>					