



# School Self Audit Process Form

## Child Protection Compliance

### 2011-2012

*Diocese of Erie*

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

**School Name** \_\_\_\_\_ **City** \_\_\_\_\_

1. Does the school principal know when and how to report an allegation of sexual abuse of a minor?

YES

NO

⇒ **If No, provide explanation.**

2. Are copies of the code of conduct and/or diocesan standards of behavior made available to paid personnel and volunteers in the school?

YES

NO

⇒ **If No, provide explanation.**

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

YES

NO

⇒ **If No, provide explanation.**

#### 4. Diocesan Safe Environment Training

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 school have documentation of the signed parental decline?

YES

NO

c) Does the school 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 school?

YES NO

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

## 5. Background Checks

a) Does the principal ensure that required background checks are conducted on all school personnel and volunteers?

YES NO

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

YES NO

⇒ **If No to 5a – 5b, provide explanation.**

6. Does the school 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.**

7. Does the school maintain an *Occasional Volunteer List*?

YES NO

⇒ **If No, provide explanation.**

8. Where is Child Protection documentation kept? (i.e., secure file in the principal's office)

**Name of the person completing the school self audit** \_\_\_\_\_

**Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name and title of the person(s) responsible for maintaining school Child Protection records:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_