



Pastor's Checklist for Parishes and Schools: Annual Records Review for Safe Environment Program

This checklist is to assist in identifying areas of compliance required by the Office of Child and Youth Protection, under the auspices of the USCCB.

PARISH/SCHOOL: _____

ADDRESS: _____

- List of parish/school employees (*Attached Excel Sheet*)
- List of parish/school volunteers (*Attached Excel Sheet*)
- Have the following forms for each *employee and volunteer* been signed and forwarded to the Archeparchy?
 - Clergy/ Applicant Release Statement (*Background check authorization*) **YES**____ **NO**____
 - Acknowledgement of Code of Pastoral Conduct **YES**____ **NO**____
 - Acknowledgement of Sexual Abuse Policy **YES**____ **NO**____
 - Information Questionnaire **YES**____ **NO**____
 - Guidelines for Internet and Communication Devices Use **YES**____ **NO**____
- Have all employees and volunteers attended the Archieparchial training program, *A Safe Place for Our Children*, or another approved Child Protection training program? **YES**____ **NO**____
 - Copies of Certificate of Attendance/Completion in parish file and in Archieparchial office **YES**____ **NO**____
- Do you offer Religious Education Classes or Youth Ministry Programs in your Parish? **YES**____ **NO**____

If not, why? _____

- Do you allow your parish facilities to be used for Ridna Shkola, PLAST, SUM, CYO or other Organizational Programs for children/youth? **YES**____ **NO**____

Name organizations _____
- Have forms with the following information and accompanying documentation been forwarded to the Archieparchial Child Protection Office? (*Attached Excel Sheet*)
 - Name and publisher of approved safe environment program presented to children in school or parish religious education program **YES**____ **NO**____
 - Dates presented **YES**____ **NO**____
 - Names of presenters **YES**____ **NO**____
 - Number of children attending in each grade level and number who opted-out (*chosen not to allow their children to participate*) **YES**____ **NO**____
 - Signed opt-out forms from parents **YES**____ **NO**____
 - Documentation that parents who opted out have been offered the opportunity to use the materials at home **YES**____ **NO**____

- Documentation that children absent during the safe environment program were afforded another opportunity to participate in the program **YES**_____ **NO**_____

Are all employees, volunteers and parishioners informed of the location of the Sexual Abuse Policy of the Archeparchy of Philadelphia and how to access it? **YES**_____ **NO**_____

- Location of Sexual Abuse Policy in your parish _____

Do all employees and volunteers know and understand the process for reporting alleged abuse as defined in the Sexual Abuse Policy of the Archeparchy of Philadelphia? **YES**_____ **NO**_____

Are there a sufficient number of Victim Assistance Ministry pamphlets available in strategic locations on the premises? **YES**_____ **NO**_____

- List of pamphlet locations

- Availability in both languages, if necessary **YES**_____ **NO**_____

Are the copies of there Parent Handbook available on the premises? **YES**_____ **NO**_____ *(the Handbook is the parent component of the Safe Environment Program)*

- Handbook locations _____

Is there a clear policy for employees, volunteers and students about use of the Internet on the premises, (where applicable)? **YES**_____ **NO**_____

Have you assessed your premises safety issues such as proper lighting, locked rooms, unsecured areas, windows in internal doors, etc.? **YES**_____ **NO**_____

ADDITIONAL COMMENTS/NOTES MAY BE ATTACHED.

SIGNATURES:

Person completing Form: _____ **Date:** _____
(if other than Pastor)

Pastor: _____ **Date:** _____

Please keep a copy of this review form and all attached documentation in your files and send the originals to the Victims Assistance Office, 827 N. Franklin Street, Philadelphia, PA 19123, by August 1.