

August 2010 Safe Environment Audit Tool

Interview Areas/Questions:

1. Is the existence of the diocesan/eparchial policies and procedures relating to the *Charter* publicized to parishioners? **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/school principal/other know when and how to report an allegation of sexual abuse of a minor? **If No, provide explanation.**
3. Does the pastor/school principal/other know how to obtain outreach for victims? **If No, provide explanation.**
4. a) Are copies of the code of conduct and/or diocesan/eparchial 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?

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?

If Yes, Auditors will ask to review documentation verifying that these standards have been provided to those who have regular contact with children and young people as well as to the community. If No, provide explanation.

5. Is safe environment training provided for each of the various groups set forth in Article 12?

If Yes, Auditors will ask to review the documentation that the training has been provided, as well as the review curricula and material designed for use in the programs. If No, provide explanation.

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

b) Does the parish/diocese have documentation of the signed parental declination?

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

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

If Yes, Auditors will ask to review the documentation regarding non-participation in safe environment training. If No, provide explanation.

7. a) Does the pastor ensure that background evaluations 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?
- b) Does the principal ensure that background evaluations are conducted all school personnel, to include priests and deacons, as well as other paid personnel and volunteers whose duties include ongoing, unsupervised contact with minors?

If Yes, Auditors will ask to review documentation verifying that these background evaluations have been submitted and/or completed. If No, provide explanation.

8. 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?

If No, provide explanation.

9. For those parishes directly affected by allegations of sexual abuse of children which have been brought forward during this current audit period:
 - a) Has the diocese/eparchy kept the parish informed?
 - b) Has the diocese/eparchy provided outreach to affected persons or groups?
 - c) Has the diocese/eparchy supported reinstatement of the accused when allegations are determined to be unfounded?

If Yes, describe. If No, provide explanation.