

## SAFE ENVIRONMENT SELF-ASSESSMENT

1. Does the parish publicize the existence of the Archdiocesan policies and procedures? (Parish only)  YES  NO  
*Examples might include publication in parish bulletins, information provided at Masses, brochures or posters in the vestibules of buildings.*
2. Does the pastor, principal, DRE and other program directors (e.g., sports director) know how to report an allegation of sexual abuse of a minor?  YES  NO  
*See the Archdiocesan Reporting Requirements in the Safe Environment Resource Manual and the Safe Environment website*
3. Does the pastor, principal, DRE and other program directors know how to refer victims to the Victim Assistance Coordinators?  YES  NO  
*See the contact information on the Safe Environment website*
4. a) Are the Code of Conduct and Sexual Misconduct Policy given to all those who have regular contact with minors?  YES  NO  
*All employees and volunteers are required to be given a copy of the Code of Conduct and the Summary of the Sexual Misconduct Policy*  
b) Do all volunteers and employees fill out and sign the Safe Environment Questionnaire?  YES  NO  
*All employees and volunteers are required to complete and sign Safe Environment Questionnaire (or the Addendum for Catechists and employees), which is available on the Safe Environment website*
5. Does the pastor, principal, DRE and other program directors ensure that background checks are conducted on all those who have regular contact with minors, before they start their work or volunteer service?  YES  NO  
*See the discussion in the Safe Environment Resource Manual*
6. Does the pastor, principal, DRE and other program directors ensure that safe environment training has been completed by all who have regular contact with minors, within 45 days of starting work?  YES  NO  
*See the training requirements in the Safe Environment Resource Manual*
7. a) Are the school and/or religious education program providing safe environment lessons to every child in every grade level, every year?  YES  NO  
*See the curriculum materials from the Department of Education, "Right, Safe and Good Relationships"*  
b) Does the school and/or religious education program provide safe environment training materials to parents (e.g., in the parent/student handbook)?  YES  NO  
*See the Parent Fact Sheet on the Safe Environment website*  
c) Are parents advised that they may choose not to have their child excused from the safe environment training?  YES  NO  
*See the discussion in the Safe Environment Resource Manual*

- d) If parents choose to have their children excused from the safe environment lessons, have they been asked to sign a form acknowledging that they have been offered training materials, and are such forms maintained by the school or religious education program?  YES  NO

*See the Opt Out Form on the Safe Environment website*

- e) If the parent declines to sign the form excusing their children from the safe environment lessons, has a record been maintained by the school or religious education program?  YES  NO

*See the Opt Out Form on the Safe Environment website*

8. a) Has the pastor appointed a Safe Environment Coordinator for the parish as a whole, or is there a Safe Environment Coordinator for each individual program (e.g., the principal for the school, the DRE for the religious education program, and the sports director for CYO)?  YES  NO

*See the discussion of the role and responsibilities of the Safe Environment Coordinator in the Safe Environment Resource Manual*

b) Name(s) of the Safe Environment Coordinator(s):

Name: \_\_\_\_\_

Program: \_\_\_\_\_

Name: \_\_\_\_\_

Program: \_\_\_\_\_

9. Are the rosters provided by the Safe Environment Office reviewed and corrected by the Safe Environment Coordinator(s), and returned to the Office?  YES  NO

*See the discussion in the Safe Environment Resource Manual*

10. Are files kept for the Safe Environment documents pertaining to the parish, school, religious education, or other program, and for each individual working with children?  YES  NO

*The files for the parish, school, religious education or other program should include: the most recent roster of personnel, and copies of Safer Spaces sign-in sheets. Files for each individual should be kept in a secure location and should include: the signed Safe Environment Questionnaire (or Addendum), and a copy of the Background Check Authorization Form.*

11. Does the pastor ensure that visiting clergy (e.g., priests or deacons who witness marriages or perform baptisms) are in good standing? (Parish only)  YES  NO

*Pastors should request and retain a letter of good standing from the visiting priest's home diocese or religious community, as required by the Office of Priest Personnel.*

Name of the person completing this parish self assessment: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_