

**Safe Environment Program
Diocese of Evansville**

Parish/School Site Visit

Overview and purpose: The United States Conference of Catholic Bishops’ (USCCB) Secretariat for Child and Youth Protection as well as the National Review Board, the lay advisory panel to the USCCB on the protection of children and young people, encourage dioceses to institute parish/school site visits on a regular basis. The National Review Board explains that the parish level is where it can truly be determined whether diocesan policies and procedures that comply with the *Charter for the Protection of Children and Young People* are actually being implemented.

To this end, the diocesan Safe Environment Coordinator visits several parishes/schools in the diocese each year to conduct a Safe Environment Parish/School Site Visit. The diocesan Safe Environment Coordinator coordinates with the respective parish/school Youth Protection Coordinator (YPC) to arrange for the site visit. The YPC is asked to be present for the entire site visit.

Parish/School Name: _____

City/Town: _____ Date: _____

Youth Protection Coordinator(s): _____

Yes	No	Has the parish appointed a Youth Protection Coordinator who is responsible for implementing the diocesan Safe Environment Program policies at the local level?
Yes	No	Does the parish have a current <i>Framework for Youth Protection</i> Safe Environment program manual and required handbooks with the local guidelines and procedures for educational, catechetical, and youth ministry activities?
Yes	No	Have all adults working with youth in any capacity been trained in the: <i>Best Practices for Pastoral Conduct</i> ; Types and signs of abuse (including sexual abuse); <i>Best Practices for Adults who Work with Youth</i> ; Prevention, identification, and reporting procedures for child abuse and neglect?
Yes	No	Have parents of students in the Catholic school and parish religious education program been invited and encouraged to participate in safe environment training?
Yes	No	Are age-appropriate programs in place for children and young people in regard to personal safety?
Yes	No	Have background checks been conducted on all adults who have regular contact with minors, according to the policies and procedures in the <i>Framework for Youth Protection</i> ?
Yes	No	Are all signed copies of the <i>Best Practices for Pastoral Conduct</i> on file at the parish?
Yes	No	If applicable, are all Catholic school and/or religious education students opt-out forms on file at the parish, completed and signed by those parents who opted their child(ren) out of any portion of safe environment instructional material?

Yes	No	Is the <i>Diocesan Policy: Report and Inform</i> publicized in the parish bulletin? If yes, how often?
Yes	No	Do the staff have a good comprehension of safe environment related policies and procedures?
Yes	No	Do volunteers have a good comprehension of safe environment related policies and procedures?
Yes	No	Are diocesan policies and procedures related to safe environment publicized at the parish/school?
Yes	No	Does the pastor/principal/other staff know when and how to report an allegation of abuse or neglect of a minor? Sexual abuse of a minor by diocesan personnel?
Yes	No	Are the <i>Best Practices for Pastoral Conduct</i> and <i>Best Practices for Adults who Work with Youth</i> made available to all members of the parish/school community?
Yes	No	Have any parents opted their children out of youth protection training during the last year?
Yes	No	If parents opt their children out of training, is the training material offered to parents?
Yes	No	Does the pastor/administrator ensure that visiting or non-permanent clergy (i.e., weekend assistants, priests who witness marriages, perform baptisms, etc.) are clergy in good standing and have a Letter of Suitability on file with the Chancery Office?
Yes	No	Is the "Best Practices Year" field in Selection.com updated for all of your employees and volunteers that work with minors?
Yes	No	Are all paper and electronic Safe Environment Program records retained in an orderly and secure fashion?
Yes	No	Has your parish/school been directly affected by allegations of sexual abuse of a minor by diocesan personnel which have been brought forward during the last year?
Yes	No	If you answered yes to the question above, has the diocese kept the parish informed?
Yes	No	Do you feel the diocese adequately communicates diocesan policies as it relates to the safe environment program?
Yes	No	Do you feel comfortable communicating with diocesan offices on any questions or concerns regarding safe environment policies and procedures?
Yes	No	Do parish/school staff with safe environment responsibilities routinely meet or communicate with one another regarding safe environment policies, procedures, requirements, or concerns?
Yes	No	Are you aware of any obstacles to creating a safe environment at your parish/school?

Youth Protection Coordinator Signature: _____

Date: _____