

**SAFE ENVIRONMENT PROGRAM
DIOCESE OF FORT WAYNE + SOUTH BEND**

A PARISH/SCHOOL SELF-ASSESSMENT

Purpose: To help parishes and schools assess how well they have implemented the spirit and policies of the *Charter for the Protection of Children and Young People* and our diocesan Safe Environment Program (SEP) and its policies. This self-assessment measures the minimum requirements. Parishes and schools are encouraged to expand upon these.

CHECKLIST:

Parish/school name: _____ **City:** _____

<p>Yes Yes Yes Yes Yes Yes Yes</p>	<p>No No No No No No No</p>	<p>1. Has the parish/school staff communicated to the community the diocesan SEP, its origin, importance and purpose, and the policies and procedures related to its implementation?</p> <ul style="list-style-type: none"> • Are the bulletin announcements sent by the Office of the Vicar General used two times per year as asked? • Have the pastor and associate pastor spoken about or explained the SEP in relation to parish life and expressed his commitment and belief in its importance? <i>Examples: during a homily, meeting of parents, parish council, school board, etc.</i> • Has the school principal explained and promoted the program at welcome meetings, Back-to-School night, or other gatherings of staff and parents? • Are the SEP and its importance explained in the school policy manual for students and families? • Have the DRE, Youth Minister, or other staff members who serve young people explained and promoted the program at welcome meetings or other gatherings of parents and/or volunteers? • Are the SEP and its importance explained in the religious education manual for students and families? • Does the parish/school background screener communicate with employees and volunteers the requirements of the SEP?
<p>Yes Yes Yes Yes</p>	<p>No No No No</p>	<p>2. Do the pastor and his pastoral staff ensure that background evaluations are completed on all parish employees and those volunteers whose service includes regular contact with children?</p> <ul style="list-style-type: none"> • Are evaluations completed before the person begins his/her work? • Are all documents filed on each person and able to be accessed if needed? • Does the background screener have the <i>in.gov</i> user account in his/her name? • Has the background check rescreening been completed as needed per the five year schedule (for all employees and those volunteers in regular contact with youth)?

<p>Yes Yes Yes Yes</p>	<p>No No No No</p>	<p>2. B) Do the principal and his /her school staff ensure that background evaluations are completed on all school employees and those volunteers whose service includes regular contact with children?</p> <ul style="list-style-type: none"> • Are evaluations completed before the person begins his/her work? • Are all documents filed on each person and able to be accessed if needed? (this will involve coordination with the Catholic Schools Office) • Does the background screener have the <i>in.gov</i> user account in his/her name? • Has the background check rescreening been completed as needed per the five year schedule (for all employees and those volunteers in regular contact with youth)?
<p>Yes</p>	<p>No</p>	<p>3. Does the pastor ensure that visiting or nonpermanent clergy (e.g. weekend associates, priests who witness marriages, perform baptisms conduct funerals, etc.) have an <i>Affidavit of Suitability</i> on file with the Office of the Vicar General?</p>
<p>Yes Yes Yes Yes Yes</p>	<p>No No No No No</p>	<p>4. Has safe environment education been offered to the following groups?</p> <ul style="list-style-type: none"> • All school and parish employees? (Manual & video) Are the forms on file to document this? • All children enrolled in the school every year? (<i>Good Boundaries Script, Grade 6-8 lesson plans, etc.</i>) • All children enrolled in the parish religious education program every year? (<i>Good Boundaries Script, Grade 6-8 lesson plans, etc.</i>) • Does the parish/school keep all the PARENT REFUSAL FORMS on file? • Are the diocesan <i>Practical Guidelines for Conduct When Interacting with a Child or Young Person</i> well known and followed? <p><i>Note: All education for priests, deacons, seminarians, chancery employees, principals, & substitute teachers is provided and tracked by the chancery offices.</i></p>
<p>Yes Yes</p>	<p>No No</p>	<p>5. Do the pastor, principal, staff members and volunteers know when and how to report an allegation of abuse of a minor using the diocesan <i>Guidelines for Reporting Incidents of Child Abuse and Neglect</i>?</p> <ul style="list-style-type: none"> • To the Department of Child Services or local law enforcement authorities • To the appropriate diocesan offices (Vicar General, Victim Assistance Coordinator, Safe Environment Coordinator)
<p>Yes</p>	<p>No</p>	<p>6. Do the pastor, principal, staff members and volunteers know how to seek assistance for victims and their families?</p> <ul style="list-style-type: none"> • Do they know the name and how to reach the Diocesan Victim Assistance Coordinator?

Date: _____ Pastor/Principal Signature _____