**Local Safe Environment Self-Assessment**

***Parish/School Questionnaire***

This self-assessment can be used by pastors, school principals and other local parish/school staff and leaders to assess their level of knowledge and implementation of diocesan/eparchial policies.

1. How would you describe the level of comprehension of safe environment related policies and procedures among staff, volunteers, and parishioners?   
   **HIGH \_\_ MODERATE\_\_ LOW\_\_**
2. Are the policies and procedures relating to safe environment publicized at the parish school/level?   
   **YES \_\_ NO \_\_\_**
3. Does the pastor/school principal/other staff know when and how to report an allegation of sexual abuse of a minor?  
   **YES \_\_ NO \_\_\_**
4. Does the pastor/school principal/other staff know how to obtain outreach for victims/survivors of abuse?  
   **YES \_\_ NO \_\_\_**
5. Are clergy and other personnel/volunteers of the Church/School required to sign the code of conduct?  
   **YES \_\_ NO \_\_\_**
6. Are copies of the code of conduct made available and clear to all members of the parish and/or community?  
   **YES \_\_ NO \_\_\_**
7. Is safe environment training provided to children?  
   **YES \_\_ NO \_\_\_**

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1. How often does the diocese/eparchy require training for children?
2. Does the parish/school allow parents to opt their children out of safe environment training?  
   **YES \_\_ NO \_\_\_**
   1. If yes, does the parish/school maintain records of parents who have opted their children out? **YES \_\_ NO \_\_\_**
   2. If yes, are training materials offered to parents who opt-out?  
      **YES \_\_ NO \_\_\_**
3. Is safe environment training required for clergy, paid staff and volunteers whose duties include contact with minors?  
   **YES \_\_ NO \_\_\_**

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* 1. How often is training required for clergy?

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* 1. How often is training required for employees?

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c. How often is training required for volunteers?

1. How many safe environment training sessions has your parish/school held during the past audit year (July 1, 2018 – June 30, 2019)?

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| **List number of sessions:** |

1. Are background checks required for paid staff and volunteers whose duties include contact with minors?  
   **YES \_\_ NO \_\_\_**
   1. Are background checks renewed?  
      **YES \_\_ NO \_\_\_**

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* 1. If so, how often?

1. Does the parish/school require visiting or non-permanent clergy (i.e. weekend assistants, priests who witness marriages, perform baptisms, etc..) to obtain a letter of good standing?  
   **YES \_\_ NO \_\_\_**
2. Does the parish/school maintain a database of all employees and volunteers?  
   **YES \_\_ NO \_\_\_**
3. Are copies of background evaluations, signed codes of conduct, and training certificates kept for all employees and volunteers?  
   **YES \_\_ NO \_\_\_**
4. Is the topic of safe environment and/or reporting of sexual abuse allegations ever presented during Mass?  
   **YES \_\_ NO \_\_\_**

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* 1. If so, how often?

1. Has your parish/school been directly affected by allegations of sexual abuse of minors which have been brought forward during the current audit period?   
   **YES \_\_ NO \_\_\_**
   1. If yes, was the parish/school well informed by the diocese/eparchy of any investigations performed and the results of those investigations?  
      **YES \_\_ NO \_\_\_**
   2. If yes, did the diocese/eparchy offer outreach to parishioners and members of the parish and/or school community?  
      **YES \_\_ NO \_\_\_**
2. Do you feel that the diocese/eparchy adequately communicates diocesan/eparchial policies as it relates to the safe environment program?  
   **YES \_\_ NO \_\_\_**
3. Do you feel comfortable communicating with the diocesan/eparchial offices on any questions or concerns regarding safe environment policies or procedures?  
   **YES \_\_ NO \_\_\_**
4. Are there any changes you would like to make to the safe environment program or diocesan/eparchial policies and procedures related to safe environment?   
   **YES \_\_ NO \_\_\_**

**Local Safe Environment Self-Assessment**

***Suggestions for Providing Answers and Commentary***

After pastors, school principals or other local parish/school staff and leaders answer the self-assessment, diocesan/eparchial staff can follow-up with the correct answers to each question along with helpful commentary. The commentary should enable the initial parish/school respondent to learn the proper protocol related to each question per diocesan/eparchial policy.

1. How would you describe the level of comprehension of safe environment related policies and procedures among staff, volunteers, and parishioners?   
   **HIGH \_X\_ MODERATE\_\_ LOW\_\_**

If HIGH, commend the respondent on their parish/school comprehension of policies and procedures.

If MODERATE or LOW, encourage the respondent to arrange for additional training opportunities with the diocese/eparchy.

1. Are the policies and procedures relating to safe environment publicized at the parish school/level?   
   **YES \_ X \_ NO \_\_**

Explain how, and how often, to publicize policies and procedures at the parish level. Include a link to diocesan policies, posters, resources, and other promotional materials.

1. Does your parish/school highlight Child Abuse Prevention Month every April?   
   **YES \_ X \_ NO \_\_\_**

Provide diocesan/eparchial resources for Child Abuse Prevention Month including print and digital materials, and offer guidance on how to celebrate the month.

1. Does the pastor/school principal/other staff know when and how to report an allegation of sexual abuse of a minor?  
   **YES \_ X \_ NO \_\_\_**

Explain civil law and diocesan policy for reporting allegations of sexual abuse of a minor and misconduct. Include a link to associated documents.

1. Does the pastor/school principal/other staff know how to obtain outreach for victims/survivors of abuse?  
   **YES \_ X \_ NO \_\_\_**

Provide diocesan/eparchial policies for assisting victims/survivors of sexual abuse. Include a link to associated documents and contact information for the diocesan Victim Assistance Coordinator. Provide pastoral/healing resources for use at the local level.

1. Are clergy and other personnel/volunteers of the Church/School required to sign the code of conduct?  
   **YES \_ X \_ NO \_\_\_**

Explain the diocesan/eparchial requirement and process for signing the code of conduct. Include a link to the code.

1. Are copies of the code of conduct made available and clear to all members of the parish and/or community?  
   **YES \_ X \_ NO \_\_\_**

Provide examples of how the parish can publicize diocesan/eparchial code of conduct. Include a link to the code.

1. Is safe environment training provided to children?  
   **YES \_ X \_ NO \_\_\_**

Include diocesan/eparchial requirements for safe environment training for children. Reference diocesan policy.

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| Include Requirement |

1. How often does the diocese/eparchy require training for children?
2. Does the parish/school allow parents to opt their children out of safe environment training?  
   **YES \_ X \_ NO \_ X \_\_(Diocesan-specific)**

Include diocesan/eparchial requirements for opt-outs, such as criteria for who can opt-out.

* 1. If yes, does the parish/school maintain records of parents who have opted their children out? **YES \_ X \_ NO \_\_\_**  
     Include diocesan/eparchial requirements for maintenance of records.
  2. If yes, are training materials offered to parents who opt-out?  
     **YES \_ X \_ NO \_\_\_**  
     Provide resources and training materials for opt-outs.

1. Is safe environment training required for clergy, paid staff and volunteers whose duties include contact with minors?  
   **YES \_ X \_ NO \_\_\_**

Include diocesan/eparchial requirements for safe environment training for adults. Reference diocesan policy.

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| Include Requirement |

* 1. How often is training required for clergy?

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| Include Requirement |

* 1. How often is training required for employees?

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| Include Requirement |

c. How often is training required for volunteers?

1. How many safe environment training sessions has your parish/school held during the past audit year (July 1, 2018 – June 30, 2019)

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| **List number of sessions:**  Include diocesan/eparchial requirement for training. Provide opportunities for training provided by the diocese/eparchy. Include a link to the diocesan training calendar. |

1. Are background checks required for paid staff and volunteers whose duties include contact with minors?  
   **YES \_ X \_ NO \_\_\_**Include diocesan/eparchial requirement and process for background checks. Reference diocesan/eparchial policy. 
   1. Are background checks renewed?  
      **YES \_\_ X NO \_ X \_\_(Diocesan-specific)**

Include diocesan/eparchial requirement and process for background checks. Reference diocesan/eparchial policy

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| Include Requirement |

* 1. If so, how often?

1. Does the parish/school require visiting or non-permanent clergy (i.e. weekend assistants, priests who witness marriages, perform baptisms, etc..) to obtain a letter of good standing/letter of suitability?  
   **YES \_ X \_ NO \_\_\_**

Include process for acquiring and retaining letters of good standing/letter of suitability for visiting clergy and leaders. Include a link to the diocesan/eparchial template for the letter.

1. Does the parish/school maintain a database of all employees and volunteers?  
   **YES \_ X \_ NO \_\_\_**

Include diocesan/eparchial requirement and process for maintenance of local parish/school databases. Describe why these databases are important.

1. Are copies of the results of background evaluations, signed codes of conduct, and training certificates kept for all employees and volunteers?  
   **YES \_ X \_ NO \_\_\_**

Include diocesan/eparchial requirements for maintenance of these records. Reference diocesan/eparchial record retention policy.

1. Is the topic of safe environment and/or reporting of sexual abuse allegations ever presented during Mass?  
   **YES \_ X \_ NO \_\_\_**

Provide recommendations on how to communicate to schools/parishes. Provide resources such as talking points and bulletin blurbs.

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| Include Suggestion |

* 1. If so, how often?

**FOR QUESTIONS 17-20:**

Include the contact information of individuals to whom the respondent can provide feedback. Encourage the respondent to contact this individual.

1. Has your parish/school been directly affected by allegations of sexual abuse of minors which have been brought forward during the current audit period?   
   **YES \_ X \_ NO \_ X \_( Parish/School-specific)**

Include diocesan/eparchial policy for responding to allegations, offering assistance to victims/survivors, and communicating with affected parish/school communities regarding allegations.

* 1. If yes, was the parish/school well informed by the diocese/eparchy of any investigations performed and the results of those investigations?  
     **YES \_\_ X NO \_ X \_\_(Parish/School-specific)**
  2. If yes, did the diocese/eparchy offer outreach to parishioners and members of the parish and/or school community?  
     **YES \_ X \_ NO \_ X \_\_( Parish/School-specific)**

1. Do you feel that the diocese/eparchy adequately communicates diocesan/eparchial policies as it relates to the safe environment program?  
   **YES \_ X \_ NO \_ X \_\_( Parish/School-specific)**
2. Do you feel comfortable communicating with the diocesan/eparchial offices on any questions or concerns regarding safe environment policies or procedures?  
   **YES \_ X \_ NO \_ X \_\_( Parish/School-specific)**
3. Are there any changes you would like to make to the safe environment program or diocesan/eparchial policies and procedures related to safe environment?

**YES \_ X \_ NO \_ X \_\_( Parish/School-specific)**