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 ___

8. How often does the diocese/eparchy require training for children?

9. Does the parish/school allow parents to opt their children out of safe environment training?
   YES __ NO ___

   a. If yes, does the parish/school maintain records of parents who have opted their children out?
      YES __ NO ___

b. If yes, are training materials offered to parents who opt-out?
YES __ NO ___

10. Is safe environment training required for clergy, paid staff and volunteers whose duties include contact with minors?
YES __ NO ___

    a. How often is training required for clergy?

    b. How often is training required for employees?

    c. How often is training required for volunteers?

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

List number of sessions:

12. Are background checks required for paid staff and volunteers whose duties include contact with minors?
YES __ NO ___

    a. Are background checks renewed?
    YES __ NO ___

    b. If so, how often?

13. 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 ___

14. Does the parish/school maintain a database of all employees and volunteers?
YES __ NO ___

15. Are copies of background evaluations, signed codes of conduct, and training certificates kept for all employees and volunteers?
YES __ NO ___

16. Is the topic of safe environment and/or reporting of sexual abuse allegations ever presented during Mass?
    YES __ **NO** ___

    a. If so, how often?

17. 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** ___

    a. If yes, was the parish/school well informed by the diocese/eparchy of any investigations performed and the results of those investigations?
        YES __ **NO** ___

    b. If yes, did the diocese/eparchy offer outreach to parishioners and members of the parish and/or school community?
        YES __ **NO** ___

18. Do you feel that the diocese/eparchy adequately communicates diocesan/eparchial policies as it relates to the safe environment program?
    YES __ **NO** ___

19. Do you feel comfortable communicating with the diocesan/eparchial offices on any questions or concerns regarding safe environment policies or procedures?
    YES __ **NO** ___

20. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. Is safe environment training provided to children?
   YES _ X _ NO ___

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

9. How often does the diocese/eparchy require training for children?   Include Requirement

10. 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.

   a. 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.

   b. If yes, are training materials offered to parents who opt-out?
      YES _ X _ NO ___

   Provide resources and training materials for opt-outs.

11. 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.

   a. How often is training required for clergy?   Include Requirement

b. How often is training required for employees? | Include Requirement |

c. How often is training required for volunteers? | Include Requirement |

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

> **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.

13. 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.

a. Are background checks renewed?
YES __ X NO _ X __(Diocesan-specific)

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

b. If so, how often? | Include Requirement |

14. 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.

15. 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.

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

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

      a.   If so, how often? | Include Suggestion |

FOR QUESTIONS 17-20:

18. 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)

      a.   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)

      b.   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)

19. 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)

20. 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)

21. 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)