

**Checklist for Parishes and Schools to  
Prepare for the Office of Child and Youth Protection Audit**

*This checklist is to assist in identifying areas of compliance  
required by the OCYP under the auspices of the USCCB.*

- Name of parish and/or school VIRTUS<sup>®</sup> contact person
- List of parish/school employees
- List of parish/school volunteers
  
- Have the following forms for each *full-time employee* been signed and forwarded to the Diocese?
  - Background check authorization paper
  - Code of conduct form
  - Sexual Ethics Policy
  
- Have the following forms for each *part-time employee and volunteer* been signed and forwarded to the Diocese?
  - Background check authorization paper
  - Code of conduct form
  
- Have all employees and volunteers attended a live VIRTUS<sup>®</sup> session or completed the online *Smartrain* session?
- Have all employees and volunteers who have attended a VIRTUS<sup>®</sup> session registered online, and are they reading the monthly on-line bulletins (for 2 years)?
- Have they also completed the 1<sup>st</sup> and 2<sup>nd</sup> year recertification modules?
  
- Have forms with the following information and accompanying documentation been forwarded to the Diocesan Superintendent of Schools or the Office of Catechesis?
  - Name and publisher of approved safe environment program presented to children in school or parish religious education program
  - Dates presented
  - Names of presenters
  - Number of children attending in each grade level and number who opted out
  - Signed opt-out forms from parents
  - Documentation that parents who opted out have been offered the opportunity to use the materials at home
  - Documentation that children absent for the safe environment program were afforded another opportunity to participate in the program
  
- Have you assessed your premises for lighting, locked rooms, unsecured areas, windows in internal doors, reconciliation rooms, etc.?
  
- Do all employees and volunteers know and understand the process for reporting alleged abuse as defined in the Diocesan Sexual Ethics Policy?

Is the process for reporting alleged abuse as defined in the Diocesan Sexual Ethics Policy posted in strategic locations on the premises?

Is there a clear policy for employees, volunteers and students about use of the Internet on the premises?

**Questions regarding the audit or VIRTUS® should be directed to Sr. Kathleen Kane at 406-378-2369 well in advance of your auditor's scheduled visit.**