

CHECKLIST FOR PARISHES & SCHOOLS IN PREPARATION OF THE CHILD & 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© contact Person	✓
List of parish/school employees	
List of parish/school volunteers	
Have the following forms for each <i>full-time employee</i> been signed & forwarded to the Diocese?	✓
● Background check authorization form	
● Code of Conduct Form	
● Sexual Ethics Policy	
Have the following forms for each <i>part-time employee</i> and <i>volunteer</i> been signed & forwarded to the Diocese?	✓
● Background check authorization paper	
● Code of Conduct form	
Have all employees & volunteers attended a live VIRTUS© session or completed the online <i>Smarttrain</i> session?	✓
Have all employees & volunteers who attended a VIRTUS© session registered online, and are they reading the monthly on-line bulletins (for 2 years)?	
Have they also completed the 1 st and 2 nd year recertification modules?	
Have forms with the following information and accompanying documentation been forwarded to the Diocesan Superintendent of Schools or the Office of Youth Catechesis?	✓
● Name & 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 & 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 & 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 & 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 the auditor's scheduled visit