



## HIGH SCHOOL SELF-ASSESSMENT

**Purpose:** To help diocesan high 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. High schools are encouraged to expand upon these.

\_\_\_\_\_  
 HIGH SCHOOL NAME

\_\_\_\_\_  
 DATE

### CHECKLIST:

<b>YES</b>	<b>NO</b>	1. Has the school staff communicated to its community the diocesan SEP, its origin, importance and purpose, and the policies and procedures related to its implementation?  <ul style="list-style-type: none"> <li>• Has the school principal explained and promoted the program at welcome meetings, Back-to-School night, or other gatherings of staff and parents?</li> <li>• Are the SEP and its importance explained in the school handbook for students and families?</li> <li>• Have coaches, club moderators, and staff members explained the SEP at the beginning of the year, season, or when applicable to their club, team or group?</li> <li>• Does the school safe environment coordinator (SEC) communicate with employees and volunteers the requirements of the SEP?</li> </ul>
<b>YES</b>	<b>NO</b>	2. Does the school principal ensure that background evaluations are completed on all school employees and those volunteers whose service includes regular contact with youth?  <ul style="list-style-type: none"> <li>• Are evaluations completed before the person begins his/her work?</li> <li>• Are all documents filed on each person and available if needed?</li> <li>• Does the school SEC have the Barada online user account in his/her name?</li> <li>• Has background check rescreening been completed as needed per the five year schedule (for all employees and those volunteers in regular contact with youth)?</li> </ul>
<b>YES</b>	<b>NO</b>	3. Does the principal ensure that visiting clergy from outside the diocese have an Affidavit of Suitability on file with the Office of the Vicar General?



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

<b>YES</b> <input type="checkbox"/> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/> <input type="checkbox"/>	4. Has safe environment training been offered to the following groups? <ul style="list-style-type: none"><li>• All school employees? (Manual &amp; video) Are the forms on file with the school SEC to document this?</li><li>• All volunteers who will have regular contact with youth? Are the forms on file with the school SEC to document this?</li></ul> Note: All safe environment training for priests, deacons, seminarians, chancery employees, principals, & substitute teachers is provided and tracked by the chancery offices.
<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>	5. Does the school, its staff members and volunteers, adhere to diocesan policies for use of internet, electronic communication, and social media use with minors?
<b>YES</b> <input type="checkbox"/> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/> <input type="checkbox"/>	6. Do the principal, staff members and volunteers know when and how to report an allegation of abuse of a minor using the diocesan Guidelines for Reporting Incidents of Child Abuse and Neglect? <ul style="list-style-type: none"><li>• To the Department of Child Services or local law enforcement authorities</li><li>• To the appropriate diocesan offices (Vicar General, Victim Assistance Coordinator, Safe Environment Coordinator)</li></ul>
<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>	7. Do the principal, staff members and volunteers know how to seek assistance for victims of abuse and their families? <ul style="list-style-type: none"><li>• Do they know the name and how to reach the Diocesan Victim Assistance Coordinator?</li></ul>

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PRINCIPAL SIGNATURE

\_\_\_\_\_  
DATE