



PARISH/ GRADE SCHOOL SELF-ASSESSMENT

Purpose: To help parishes and grade 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. Parishes and schools are encouraged to expand upon these.

 PARISH/SCHOOL NAME

 CITY

CHECKLIST:

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. Has the parish/school staff communicated to the community the diocesan SEP, its origin, importance and purpose, and the policies and procedures related to its implementation?
<input type="checkbox"/>	<input type="checkbox"/>	• Are the bulletin announcements sent by the Office of the Vicar General used two times per year as asked?
<input type="checkbox"/>	<input type="checkbox"/>	• Have the pastor and associate pastor spoken about or explained the SEP in relation to parish life and expressed his commitment and belief in its importance? Examples: during a homily, meeting of parents, parish council, school board, etc.
<input type="checkbox"/>	<input type="checkbox"/>	• Has the school principal explained and promoted the program at welcome meetings, Back-to-School night, or other gatherings of staff and parents? <input type="checkbox"/> NA
<input type="checkbox"/>	<input type="checkbox"/>	• Are the SEP and its importance explained in the school policy manual for students and families? <input type="checkbox"/> NA
<input type="checkbox"/>	<input type="checkbox"/>	• Have the DRE, Youth Minister, or other staff members who serve young people explained and promoted the program at welcome meetings or other gatherings of parents and/or volunteers?
<input type="checkbox"/>	<input type="checkbox"/>	• Are the SEP and its importance explained in the religious education manual for students and families?
<input type="checkbox"/>	<input type="checkbox"/>	• Does the parish/school safe environment coordinator communicate with employees and volunteers the requirements of the SEP?



DIOCESE OF
FORT WAYNE-SOUTH BEND
SAFE ENVIRONMENT PROGRAM

YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>2. A) Do the pastor and his pastoral staff ensure that background evaluations are completed on all parish employees and those volunteers whose service includes regular contact with children?</p> <ul style="list-style-type: none">• Are evaluations completed before the person begins his/her work?• Does the parish/school SEC have the Barada online user account in his/her name?• Has the background check rescreening been completed as needed per the five year schedule (for all employees and those volunteers in regular contact with youth)?
YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>2. B) Do the principal and his /her school staff ensure that background evaluations are completed on all school employees and those volunteers whose service includes regular contact with children? <input type="checkbox"/> NA</p> <ul style="list-style-type: none">• Are evaluations completed before the person begins his/her work?• Are all documents filed on each person and able to be accessed if needed? (this will involve coordination with the Catholic Schools Office)• Does the school SEC have the Barada online user account in his/her name?• Has the background check rescreening been completed as needed per the five year schedule (for all employees and those volunteers in regular contact with youth)?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p>3. Does the parish/school, its staff members and volunteers, adhere to diocesan policies for use of internet, electronic communication, and social media use with minors?</p>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p>4. Does the pastor ensure that visiting or nonpermanent clergy (e.g. weekend associates, priests who witness marriages, perform baptisms conduct funerals, etc.) have an Affidavit of Suitability on file with the Office of the Vicar General?</p>



DIOCESE OF
FORT WAYNE-SOUTH BEND
SAFE ENVIRONMENT PROGRAM

YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>5. Has safe environment education been offered to the following groups?</p> <ul style="list-style-type: none">• All school and parish employees? (Manual & video) Are the forms on file to document this?• All children enrolled in the school every year? (Good Boundaries Script, Grade 6-8 lesson plans, etc.) NA• All children enrolled in the parish religious education program every year? (Good Boundaries Script, Grade 6-8 lesson plans, etc.)• Does the parish/school keep all the PARENT REFUSAL FORMS on file? <p>Note: All education for priests, deacons, seminarians, chancery employees, principals, & substitute teachers is provided and tracked by the chancery offices.</p>
YES <input type="checkbox"/> <input type="checkbox"/>	NO <input type="checkbox"/> <input type="checkbox"/>	<p>6. Do the pastor, 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?</p> <ul style="list-style-type: none">• To the Department of Child Services or local law enforcement authorities• To the appropriate diocesan offices (Vicar General, Victim Assistance Coordinator, Safe Environment Coordinator)
YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p>7. Do the pastor, principal, staff members and volunteers know how to seek assistance for victims and their families?</p> <ul style="list-style-type: none">• Do they know the name and how to reach the Diocesan Victim Assistance Coordinator?

PRINCIPAL/PASTOR SIGNATURE

DATE