

Diocese of Providence
Parish Religious Education Program
Checklist for Safe Environment External Audit

We suggest a hardcopy of the information below be maintained in the parish office.

	For Adults	For Children	Paperwork On File
BCI	<input type="checkbox"/> Background Criminal Investigation (Every 3 years.)		<input type="checkbox"/> Current Excel List of parish volunteers with date BCI was approved*
Safe Environment In-Service	<input type="checkbox"/> Safe Environment DVD/PowerPoint (Every 3 years.) <input type="checkbox"/> Copy of the Code of Conduct <input type="checkbox"/> Extract for Sexual Harassment (Once in a lifetime.)		<input type="checkbox"/> A copy of Safe Environment In-Serve Sign in Form when date training was received. This form is available from the Diocese of Providence intranet. <input type="checkbox"/> Extract for Sexual Harassment on file.
Circle of Grace Curriculum		<input type="checkbox"/> Yearly lesson plan for each grade or combined grade levels. <input type="checkbox"/> Understanding of: 1. Human Dignity 2. Different Types of Boundaries 3. Action Plan 4. Age-Appropriate Vocabulary	<input type="checkbox"/> <i>Circle of Grace</i> folder containing parent letters or any information sent home each year. <input type="checkbox"/> A complete copy of the <i>Circle of Grace</i> lesson plan presented for each class that year. <input type="checkbox"/> A copy of your completed <i>Circle of Grace</i> audit form.
Information To Report	A handout with reporting requirements as noted in the training. Both are required. 1. Report of the observation or complaint of abuse to immediate supervisor (ex. DRE) 2. Call 1-800-RI-CHILD within 24 hours of observation or complaint of abuse.		Have information on how to report abuse readily accessible.

*This list is available through the Office of Compliance.