Archdiocese of New Orleans Parish/School Safe Environment Audit Instrument

Parish/School ______________________________ Date ___________________

1. Evidence Safe Environment Training provided for:
   Employees ___________ Volunteers ___________ Minors ___________

2. Evidence Background checks completed for:
   Employees ___________ Volunteers ___________

3. Safe Environment Coordinator for Site
   Name ___________________________ Telephone # ___________ email address ___________

4. Does the pastor/principal know how to obtain outreach for victims?
   ____ yes  ____ no

5. Does the parish/school have copies of Parent Refusal Forms?
   ____ yes  ____ no

6. Does the parish/school have copies of signed Parent Refusal Forms?
   ____ yes  ____ no

7. If parents refuse to sign any forms, has a record been maintained by the parish/school?
   ____ yes  ____ no

8. Do the pastor/principal/employees/volunteers know how and when to report an allegation of suspected child abuse or neglect?
   ____ yes  ____ no

9. Is the existence of the archdiocesan policies and procedures related to the Charter publicize to parishioners?
   ____ yes  ____ no

10. Are copies of the Archdiocesan policies made available to clergy, employees and volunteers?
    Policy Concerning Abuse or Neglect of Minors  ____ yes  ____ no
    Principles of Ethics and Integrity in Ministry  ____ yes  ____ no
    Technology Policy (Archdiocese or School)  ____ yes  ____ no
    Background Screening Policy  ____ yes  ____ no
11. Does the parish/school have documentation that the Safe Environment training materials have been offered to the parents?
   ____ yes  ____ no

12. Does the parish/school have documentation of parent notification two weeks prior to Safe Environment training for minors?
   ____ yes  ____ no

13. Does the pastor ensure that visiting or non-permanent clergy who witness marriages, perform baptisms, conduct funerals or otherwise engage in supply ministry are in good standing?
   ____ yes  ____ no

14. Does the parish/school know how to access the calendar of available Safe Environment training sessions for adults?
   ____ yes  ____ no

15. Does the parish/school have posted in buildings used by minors, the telephone numbers for reporting suspected abuse or neglect?
   ____ yes  ____ no

16. Does your parish/school have your recent Administrator Report Form completed?
   ____ yes  ____ no

17. Has your parish/school publicized the hotline number for reporting suspected abuse of a minor by a member of the clergy, an employee or volunteer of the Archdiocese?
   ____ yes  ____ no

Recommendations: ________________________________________________________________

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