

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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