

MANDATED
2016 USCCB SAFE ENVIRONMENT PARISH AUDIT
COMPLIANCE REPORT AND SIGNATURE PAGE
(This report is for Safe Environment Year: July 1, 2015 – June 30, 2016)

This report should include hard copies of the following items by: **May 18, 2016:**

- Include this “Signature Page,” signed and dated below
- Completed 2016 USCCB Safe Environment Parish Audit Compliance Report
- (2) Safeguard the Children Committee Meetings Minutes
- (3) Parish bulletins with “Did You Know” inserts

Please mail to the address below:

Fr. Albert Bahhuth, Moderator of the Curia / Vicar General
2016 Safeguard the Children, Audit Report
Archdiocese of Los Angeles
3424 Wilshire Boulevard
Los Angeles, CA 90010-2241

Signature Page

Region: _____

Parish: _____

Address: _____

Phone: _____

Pastor, Parish Administrator or Parish Life Director:

Signature

Please Print Name and Title

Date Signed

2016 USCCB PARISH AUDIT COMPLIANCE REPORT
Charter for the Protection of Children and Young People
Essential Norms

The 2016 USCCB Parish Report must be completed, signed by the Pastor/Administrator/Parish Life Director, and returned to Fr. Albert Bahhuth, Moderator of the Curia / Vicar General, 2016 Audit Report 3424 Wilshire Boulevard, Los Angeles, CA 90010-2241, **by May 18, 2016**. **A copy of this report should be kept on file in the parish office.** For questions, call (213) 637-7227.

1. SAFEGUARD CONTACT INFORMATION:

Please list the name of the *Safeguard Children Parish Committee* Chairperson and his/her email address so that important Safeguard Committee information can be emailed to him/her.

Name of Chairperson: _____

EMAIL: _____ Phone: _____

2. SAFEGUARD COMMITTEE MINUTES (2 Sets):

It is mandated that the Parish Safeguard the Children Committee meets at least (2) times a year. This Report must **include at least two sets of Safeguard the Children Parish Committee Meetings Minutes** from July 1, 2015 – April 30, 2016.

3. WORKING TOGETHER BROCHURES:

Where are the copies of the 2016 “Working Together to Prevent Child Sexual Abuse” brochures displayed in the vestibule of the church? (*e.g.: shelve, rack, table, etc.*)

Please specify where you distributed the 2016 “Working Together to Prevent Child Sexual Abuse” brochures distributed during Child Abuse Prevention Month?

_____ School Parents:
_____ Mass during April:
_____ Religious Education Parents:
_____ Youth Ministry Parents:
_____ Confirmation Parents:

4. “DID YOU KNOW?” (3 Bulletins):

It is required that your parish have a *Safeguard the Children* mandated section in your parish bulletin for the “Did You Know” notices.

Please provide (3) parish bulletins from (3) different months during the audit year that include “Did You Know?” articles.

5. PUBLICIZING THE EXISTENCE OF THE CHARTER:

How is your parish/school celebrating the 2016 Child Abuse Prevention month in April? Please list any events or resources your Committee used this year to publicize. (*e.g.: Posters, Stickers, Liturgy Petitions, Information Booth, Rosary for Victims, Pinwheel display, etc.*)

Please share samples of other ways your parish/school celebrated.

6. CHILD ABUSE REPORTING:

Pastors/Administrators/PLDs/Principals and all parish/school staff members must know when and how to report an allegation of sexual abuse of a minor and have information and reporting forms readily available.

Please specify where you display copies of the “Responding to an Allegation of Suspected Child Abuse Procedures” and Child Abuse Reporting Forms in the follow locations:

Parish: _____

Religious Education: _____

Confirmation/Youth Ministry: _____

School: _____

7. VICTIMS ASSISTANCE:

The Pastor/Administrator/PLD/Principal and all parish/school staff members should know how to obtain outreach for victims through the Archdiocesan Victims Assistance Ministry.

Who is the Victims Assistance Coordinator for the Archdiocese of Los Angeles?

Print Name

8. GUIDELINES:

Parish/School/Religious Education/Confirmation/Youth Ministry staff and volunteers must annually review and sign copies of the “Guidelines for Adults Interacting with Minors at Parish/School Activities or Events” which states the Archdiocesan standards of ministerial behaviors for clergy, paid personnel and volunteers of the Church in positions of trust who have regular contact with children and young people.

Please list where are the signed “Acknowledgment of Receipt” Forms for “Guidelines for Adults Interacting with Minors at Parish/School Activities or Events” for clergy, staff and volunteers are filed for the:

Parish: _____

Religious Education: _____

Confirmation/Youth Ministry: _____

School: _____

The “Guidelines for Junior High and High School Students Working with Minors” must be reviewed with any minors who volunteer with children and the parish/school must keep the signed “Acknowledgment of Receipt” Form on file. Where are the signed documents filed?

Religious Education: _____

Confirmation: _____

Youth Ministry: _____

School: _____

9. SAFE ENVIRONMENT TRAINING:

The Parish/School/Religious Education/Confirmation/Youth Ministry is mandated to provide safe environment training for each of the various groups as set forth in Article 12 of the *Charter for the Protection of Children and Young People*.

ADULT TRAINING:

Please verify all adults, including clergy, paid staff and volunteers who work or volunteer with or around children have taken the VIRTUS® “Protecting God’s Children” / “Keeping the Promise Alive” Adult Awareness Session.

Please check below that you have proof of VIRTUS® training for the following?
(e.g.: certificate, VPIN verification)

Parish:	Pastor:	Priest:	Deacons:	Staff:
Religious Education:	DRE:	Catechists:	Volunteers:	
Confirmation:	Staff:	Team Members:	Volunteers:	
Youth Ministry:	Staff:	Team Members:	Volunteers:	
School:	Principal:	Teachers:	Staff:	Volunteers:

Are there staff or volunteers that still need VIRTUS® Training? Yes: No:

List here: _____

When will they be trained? _____

CHILDREN’S TRAINING:

What Archdiocesan-approved program is being used for your children and youth?

Religious Education: ___ VIRTUS® Teaching Touching Safety
 ___ Good-Touch/Bad-Touch®

Confirmation: ___ VIRTUS® Teaching Touching Safety
 ___ Good-Touch/Bad-Touch®

Youth Ministry: ___ VIRTUS® Teaching Touching Safety
 ___ Good-Touch/Bad-Touch®

School: ___ VIRTUS® Teaching Touching Safety
 ___ Good-Touch/Bad-Touch®

<u>Number of Children/Youth in Programs</u>	<u># Trained</u>	<u># Absent</u>	<u># Opt-Outs</u>
Religious Education: _____	_____	_____	_____
Confirmation: _____	_____	_____	_____
Youth Ministry: _____	_____	_____	_____
School: _____	_____	_____	_____

Have the above children’s training(s) been reported on VIRTUS® Online? Yes: No:

11. **OPT-OUT FORMS:**

Did the Parish/School/Office of Religious Education/Youth Ministry have any parents who choose not to have their child participate in the Archdiocesan safe environment children's training? How many parents opted out? _____

If parents refuse to sign any form, has a record been maintained by the parish? Where is the documentation filed?

What materials were offered to parents who chose to opt-out of safe environment training for their children?

12. **FINGERPRINTING:**

It is required that the Pastor/Administrator/PLD/Principal ensures "Fingerprinting" through the Archdiocese of Los Angeles is conducted on all Archdiocesan clergy, paid personnel and volunteers as well as Parish/School/Office of Religious Education or other paid personnel and volunteers whose duties include ongoing, unsupervised contact with minors.

Who is the person who enters the information on VPIN for the Parish/School?

Name: Parish: _____ School: _____

If audited, does the person know how to print and export the list to Excel? Yes: No:

13. **TEMPORARY FACULTIES:**

Does the Pastor/Administrator/PLD know about the September 22, 2015 revision of the Short-Term Faculties Policy issued by the Vicar for Clergy. Yes: No:

If the answer is no, please visit: <http://www.la-archdiocese.org/org/clergy/Pages/notices.aspx> to ensure that visiting or non-permanent clergy (e.g., weekend assistants, priests who witness marriages, perform Baptisms, conduct funerals or otherwise engage in "visiting" ministry) are clergy in good standing.

After reviewing the Short-Term Faculties Policy, if you have an questions or concerns, immediately contact Sandra Cabrera (213) 637-7304 / SCabrera@la-archdiocese.org

14. **ALLEGATIONS:**

Answer the following questions only if the parish was directly affected by allegations of sexual abuse of children by clergy during the current audit period:

a. Has the Archdiocese kept the parish informed?

Yes: No:

b. Has the Archdiocese provided outreach to affected persons or groups?

Yes: No:

c. Has the Archdiocese supported reinstatement of the accused when allegations are determined to be unfounded?

Yes: No: