

**Pre-Audit Checklist for Parishes and Schools to
Prepare for the Office of Child and Youth Protection Audit**

This checklist is to assist in identifying areas of compliance required by the OCYP under the auspices of the USCCB.

DIRECTIONS: Check the following off as you double check that each item is completed. Keep on file with your copy of the 2009-2010 Pre-Audit materials. You do not need to send into the Diocese at this time. Answers to these questions will be part of the final year-end audit.

- Name of parish and/or school Safe Environment Coordinator contact person. (Please contact Margie Haas, if this person has changed within the past year.)
- List parish/school employees on appropriate schedule.
- List parish/school volunteers on appropriate schedule.
- Have the background check authorization form for each **full-time or part time employee** signed and forwarded to the Diocese.
- Have ALL employees and volunteers attend a live VIRTUS© session.
- Have all employees and volunteers who have attended a VIRTUS© session register online.
- Have all employees and volunteers who are required to do the monthly on-line bulletin reading be no more than **two (2)** bulletins behind.
- Have the following information and accompanying documentation for the Teaching Touching Safety program:
 - Dates presented (need exact dates present)
 - Number of children attending in each grade level and number who opted out (list each grade level with number attended and number opting out)
 - Signed opt-out forms from parents on file
 - Documentation that parents who opted out have been offered the opportunity to use the materials at home
- Have you assessed your premises for lighting, locked rooms, unsecured areas, windows in internal doors, reconciliation rooms, etc.?
- Do all employees and volunteers know and understand the process for reporting alleged abuse as defined in the Diocesan Sexual Ethics Policy?
- Is the process for reporting alleged abuse as defined in the Diocesan Sexual Ethics Policy posted in strategic locations on the premises?
- Is there a clear policy for employees, volunteers, and students about use of the Internet on the premises?

Questions regarding the audit or Safe Environment should be directed to Marjorie Haas at 269-349-8714 x247 or cell phone 269-838-3392.