



Compliance Evaluation
 Diocese of Gallup
 Office of Safe Environment
 For Audit Period: July 1, 2017 - June 30, 2018

(Please print name)

PARISH NAME: _____

Address: _____ City: _____

Audit Checklist for Parishes

CHILDREN/YOUTH		
Number of K-8 students that participated in RE/CCD		
Number of 9-12 students that participated in RE/CCD/ Pre-Confirmation and Confirmation		
Has the Parish offered Safe Environment Training to all Religious Ed Students during the 2017-2018 school year? (circle answer)	YES	NO
Number of children trained in Safe Environment Training		
Number of children/youth who opted out of Safe Environment Training		
Does the Parish have documentation that parents have opted their children out of training?	YES	NO
Does the Parish offer Safe Environment Training materials to parents who have opted their children out?	YES	NO
Please explain how (or if) the parish documents that materials were provided to parents who opted out of training. (Additional space on the last page if needed.)		
Please explain how (or if) the parish documents when a parent refuses to sign any documentation, stating that they have opted out their children of training		

ADULTS (in the three categories below) Note: Only count those who were active during this audit period.

EMPLOYEES* –paid persons (other than priests/deacons) who are employed by and work directly for the parish) All employed persons regardless of duty assignments with minors or not.		
1) Number of employees		
2) Number of employees who have had background checks completed within the past 5 years		
3) Number of employees who have a signed Diocese of Gallup Code of Ethics since 1 July 2017		
4) Number of employees who have had <i>Virtus-Protecting God's Children</i> training		
5) Number of employees who have completed on-going Safe Environment Training below:	↓	
a) Completed monthly Virtus Bulletins (no more than two behind at the time of the report)		
b) Completed a <i>Virtus-Protecting God's Children</i> training after 1 July 2017		
Answers to questions #2, #3, and #4 should each equal the number of employees (#1). The sum of #5a and #5b should also equal the number of employees (#1). If any of these totals do not match, then please explain why in the space below or on a separate sheet to accompany this document:		

*Religious sisters and brothers are included as either Employees or as Catechists.

CATECHISTS ** Only include catechists who have access to minors as determined by the pastor or supervisor.	
1) Number of Catechists including DRE	
2) Number of Catechists who have had background checks completed within the past 5 years	
3) Number of Catechists who have a signed Diocese of Gallup Code of Ethics (once)	
4) Number of Catechists who have had <i>Virtus-Protecting God's Children</i> training	
5) Number of Catechists who have completed on-going Safe Environment Training below:	↓
a) Completed monthly Virtus Bulletins (no more than two behind at the time of the report)	
b) Completed a <i>Virtus-Protecting God's Children</i> training after 1 July 2017	
Answers to questions #2, #3, and #4 should each equal the number of Catechists (#1). The sum of #5a and #5b should also equal the number of Catechists (#1). If any of these totals do not match, then please explain why in the space below or on a separate sheet to accompany this document:	

** Religious sisters and brothers are included as either Employees or as Catechists.

VOLUNTEERS (only <u>Affected Volunteers per the diocesan policy</u>) Unpaid persons over the age of 18 assisting in the parish who, <u>as determined by the pastor or supervisor</u> , have access to minors or those who may be considered vulnerable persons. This should include all volunteers in positions of authority and those doing visitations in the community. The list includes but not exclusive to: Prison Ministers, Hospital Ministers, Sacristan, and Liturgical Lay Ministers (Extraordinary Ministers of Holy Communion, Lectors, Altar Servers, Cantors, Music Ministers, and Ushers).	
1) Number of Volunteers	
2) Number of Volunteers who have had background checks completed within the past 5 years	
3) Number of Volunteers who have a signed Diocese of Gallup Code of Ethics (once)	
4) Number of Volunteers who have had <i>Virtus-Protecting God's Children</i> training	
5) Number of Volunteers who have completed on-going Safe Environment Training below:	↓
a) Completed monthly Virtus Bulletins (no more than two behind at the time of the report)	
b) Completed a <i>Virtus-Protecting God's Children</i> training after 1 July 2017	
Answers to questions #2, #3, and #4 should each equal the number of Volunteers (#1). The sum of #5a and #5b should also equal the number of Volunteers (#1). If any of these totals do not match, then please explain why in the space below or on a separate sheet to accompany this document:	

Internal Program Review: Number of <i>Face-to-Face Interviews</i> conducted and documented during this reporting period (combined employees, catechists and volunteers) These do not include initial interviews of new persons. Selected randomly to discuss security and safety issues for minors – goal 10% of total: (see Policy and appendices for requirements and examples)	
---	--

Name of person responsible for Prison Ministry		
Name of person responsible for Hospital Ministry		
Name of person responsible for Youth Ministry Outreach		
Are copies of “ Promise to Protect ” documents posted in each of the buildings where they are readily accessible? (circle answer)	YES	No
Is the “ Commitment Plaque ” for the parish or school prominently displayed? That plaque reads “This parish/school is strongly committed to the emotional, physical, spiritual and moral wellbeing of all its members. Abuse of any kind will not be tolerated.” (circle answer)	YES	NO

Signature

TO BE COMPLETED BY THE PASTOR/ADMINISTRATOR:

I certify, to the best of my knowledge and belief, that this report is true and accurate. I understand that it is my responsibility to ensure that:

- (1) I have reviewed the results of background checks on all parish employees and volunteers (those who are required by policy to have checks) **before they begin work with minors**;
- (2) all parish employees and volunteers (those required by policy to have Safe Environment Training) attend a *Virtus* training session **before they begin work with minors**;
- (3) all students must annually be given age appropriate Safe Environment education unless parents choose to opt out of this training by written request;
- (4) documentation for Safe Environment compliance will be kept in a secure file in the parish/school office to include the following records:
 - All adults
 - Safe Environment training documentation
 - Signed copies of Diocese of Gallup Code of Ethics Policy
 - Completed Background Checks – annotated as reviewed.
 - For minors
 - All Safe Environment training conducted for children
 - Parental consent letters for Safe Environment Training
 - Opt-out letters from parents who decline Safe Environment Training for their child along with documentation that training material for their children was offered.

Signature of Pastor/Administrator

Date

Additional Comments:

Return completed form to the Safe Environment Office by mail, e-mail or fax to:

**Diocese of Gallup
Office of Safe Environment
PO BOX 1338
Gallup, NM 87305**

Email: SafeEnvironment@dioceseofgallup.org

Fax: 505-863-2269

Thank you.