



DIOCESE of
FORT WAYNE - SOUTH BEND
SAFE ENVIRONMENT PROGRAM

PARISH / SCHOOL SELF-ASSESSMENT

Purpose: To help parishes and grade schools assess how well they have implemented the policies of the Charter for the Protection of Children and Young People and our diocesan Safe Environment Program (SEP) and its policies. This self-assessment measures the minimum requirements. Parishes and schools are encouraged to expand upon these.

PARISH/SCHOOL NAME _____

CITY _____

CHECKLIST:

YES	NO	
☐	☐	1. Has the parish/school staff communicated to the community the diocesan SEP, its origin, importance and purpose, and the policies and procedures related to its implementation?
☐	☐	• Are the bulletin announcements sent by the Office of the Vicar General used each time as asked?
☐	☐	• Have the pastor and associate pastor spoken about or explained the SEP in relation to parish life and expressed his commitment and belief in its importance? Examples: during a homily, meeting of parents, parish council, school board, etc.
☐	☐	• Has the school principal explained and promoted the program at welcome meetings, Back-to-School night, or other gatherings of staff and parents? ☐ N/A
☐	☐	• Are the SEP and its importance explained in the school policy manual for students and families? ☐ N/A
☐	☐	• Have the DRE, Youth Minister, or other staff members who serve young people explained and promoted the program at welcome meetings or other gatherings of parents and/or volunteers?
☐	☐	• Are the SEP and its importance explained in the religious education manual for students and families?
☐	☐	• Does the parish/school safe environment coordinator communicate with employees and volunteers the requirements of the SEP?



YES	NO	2. A) Do the pastor and his pastoral staff ensure that background checks are completed on all parish employees and those volunteers whose service includes regular contact with minors? ☐ ☐ - Are evaluations completed before the person begins his/her work? - Has the background check rescreening been completed as needed per the policy requirement (for all employees and those volunteers in regular contact with youth)?
YES	NO	2. B) Do the principal and his /her school staff ensure that background checks are completed on all school employees and those volunteers whose service includes regular contact with minors? ☐ N/A ☐ ☐ - Are checks completed before the person begins his/her work? - Are all documents filed on each person and able to be accessed if needed? (This will involve coordination with the Catholic Schools Office) - Has the background check rescreening been completed as needed per the policy requirement (for all employees and those volunteers in regular contact with youth)?
YES	NO	3. Does the parish/school, its staff members and volunteers, adhere to diocesan policies for use of internet, electronic communication, and social media use with minors? ☐ ☐
YES	NO	4. Does the pastor ensure that visiting or nonpermanent clergy (e.g. weekend associates, priests who witness marriages, perform baptisms conduct funerals, etc.) have an Affidavit of Suitability on file with the Office of the Vicar General? ☐ ☐

YES	NO	5. Has safe environment training been offered to the following groups? ☐ ☐ - All school and parish employees? Is this documented in the safe environment files for each person? - All children enrolled in the school every year? (Good Boundaries Script, Grade 6-8 lesson plans, etc.) ☐ N/A - All children enrolled in the parish religious education program every year? (Good Boundaries Script, Grade 6-8 lesson plans, etc.) ☐ N/A - Does the parish/school keep all the PARENT REFUSAL FORMS on file?
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		Note: All background checks and training for priests, deacons, seminarians, chancery employees, principals, & substitute teachers are provided and tracked by the chancery offices.
YES ☐ ☐	NO ☐ ☐	6. Do the pastor, principal, staff members and volunteers know when and how to report an allegation of abuse of a minor using the diocesan Policy for Reporting Incidents of Child Abuse and Neglect? - To the Department of Child Services or local law enforcement authorities - To their supervisor
YES ☐	NO ☐	7. Do the pastor, principal, staff members and volunteers know how to seek assistance for victims and their families? Do they know the name and how to reach the Diocesan Victim Assistance Coordinator?

PASTOR SIGNATURE _____ DATE _____

PRINCIPAL SIGNATURE _____ DATE _____

SAFE ENVIRONMENT COORDINATOR SIGNATURE _____ DATE _____