

**DIOCESE OF ALEXANDRIA**

**CHECK LIST FOR THE  
2020-2021 SAFE ENVIRONMENT AUDIT YEAR**



- \_\_\_ Every adult who works with minors has a current background check. (Our diocese re-checks all who are still active every 5 years.)
- \_\_\_ Every adult who works with minors has attended the initial 3-hr. VIRTUS live session.
- \_\_\_ Every adult who works with minors is up-to-date with his/her required ongoing-training (monthly VIRTUS bulletins -- and the *Keeping the Promise Alive 3.0* re-certification video module, if it has been assigned to him/her).
- \_\_\_ Dates of upcoming VIRTUS sessions are provided to our new employees and volunteers.
- \_\_\_ The Promise to Protect – Pledge to Heal poster is located in an area that can be easily seen by employees and volunteers and anyone entering our church/mission/school.
- \_\_\_ The *flyer*, “How To Report Sexual Abuse of a Minor by a Cleric or Church Worker/Volunteer of the Diocese of Alexandria” that includes *contact information for reporting sexual abuse*, is located in an area that can be seen; and, additional copies are easily accessible to everyone entering our church/mission/school.
  - \_\_\_ Since July 2020, an announcement/statement has been made/will be made (at least twice during the current audit year) that this *flyer* is available for those who wish to take one.
- \_\_\_ Since July 2020, an announcement/statement has been made/will be made (at least twice during the audit year) that the Diocesan Policy for the Protection of Minors can be accessed under *Safe Environment* on the diocesan website: [www.diocesealex.org](http://www.diocesealex.org); and, that a hard copy may be requested from the Safe Environment Office.
- \_\_\_ Since July 2020, a declaration has been made that the diocesan *Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Administrators, Staff, and Volunteers* can be accessed under the Safe Environment section of the diocesan website: [www.diocesealex.org](http://www.diocesealex.org); and, that a hard copy may be requested from the Safe Environment Office.
- \_\_\_ An announcement/statement has been made -- *at least quarterly* -- reminding employees and volunteers to check their online VIRTUS account to ensure they are current with required ongoing-training items (bulletins and/or re-certification video module).  
[Assistance is available from the safe environment office, if needed.]
- \_\_\_ Our children/youth have participated/will participate this audit year (2020-2021) in the VIRTUS *Empowering God’s Children* training program. [This is mandated by the *Charter for the Protection of Children & Young People*.] **Lessons 3 & 4 have been/will be taught before February 15, 2021.**

- \_\_\_ An *Opt Out Form* has been/will be provided to parents/guardians so that they are given an opportunity to refuse their child/ren's attendance when the lessons are taught.
  - \_\_\_ Any *Opt Out Form* that is returned to us has been placed in our 2020-2021 safe environment files.
  
- \_\_\_ If a child is/was not present for the lessons (for whatever reason, i.e., *opted out*, ill, etc.), a hard copy (of the lessons plans) has been/will be offered to the parents/guardians so that they may teach their child/ren the information at home. A record of this offer – and, whether the offer was accepted/rejected -- has been recorded in our 2020-2021 safe environment files.
  
- \_\_\_ A roster/list of our children/youth is on file; and this roster/list indicates whether or not each child was “opted out/trained/absent” for Lessons 3 & 4.
  
- \_\_\_ The *Reporting Form*, which indicates the data for those who were “opted out/trained/absent”, has been forwarded to the Safe Environment Office; and, a copy is in our files.



**Parish and School Visits will begin this year (per recommendation of auditors), so please have all of the above-listed documents/information/documentation in your files.**

*This is an inventory -- for you to use in your church/mission/school. These are some of the questions that are asked on the safe environment audit instrument and during on-site audits.*

*If at any time you have questions or need a supply of flyers and/or posters, please email Pam Delrie at [pdelrie@diocesealex.org](mailto:pdelrie@diocesealex.org).*