

DIOCESE OF ALEXANDRIA

**CHECK LIST FOR THE
2022-2023 SAFE ENVIRONMENT AUDIT YEAR**



- ___ Every adult who works with minors has a current background check. (We re-check everyone who is 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 2022, 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 2022, 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; and, that a hard copy may be requested from the Safe Environment Office.
- ___ Since July 2022, an announcement 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; 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.]

CHILDRENS TRAINING Requirements for 2022-2023

- ___ Our children/youth have participated/will participate this audit year (2022-2023) in the VIRTUS *Empowering God's Children (EGC)* training program. [This is mandated by the *Charter for the Protection of Children & Young People.*]
Lessons 1 & 2 have been/will be taught before February 15, 2023.

- ___ An *Opt Out Form* has been/will be provided to parents/guardians so that they are given an opportunity to "opt out" their child/ren's attendance when the lessons are taught.
 - ___ Any *Opt Out Form* that is returned to us has been placed in our 2022-2023 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 2022-2023 safe environment files.

- ___ A roster/list of our CCD teachers (include "subs" & temps) is on file; and this roster/list indicates whether or not each of them are safe environment compliant.

- ___ 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 1 & 2.

- ___ The *EGC 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.



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.

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

If at any time you have questions or need a supply of flyers and/or posters, please email Pam Delrie at pdelrie@diocesealex.org.