

**OFFICE OF CHILD AND YOUTH PROTECTION
ONSITE AUDIT CHECKLIST
April, 2020**

Onsite audits are conducted periodically by the Office of Child and Youth Protection (OCYP) to ensure that diocesan parishes and schools are in full compliance with safe environment policies and procedures. Audits ensure compliance with the *Charter for the Protection of Children and Young People* and include tours and a comprehensive compliance review of required documentation. The following is a checklist that may be used by diocesan parishes and schools in preparation for an onsite audit from the OCYP or an external auditor.

Does the tour show compliance with these items (see last page of checklist for specific requirements)?

- Parish bulletin language that meets the 2014 arbitration requirement?
Yes _____ No _____
- Parish/School "Report Abuse" posters posted? Yes _____ No _____ How many posters? _____
- Parish/School website that includes a link to the diocesan website and/or the diocesan reporting policy with contact information for the Ombudsman and Victim Advocate?
Yes _____ No _____
- School website that includes a link to the TIPs Incident Report platform?
Yes _____ No _____

Can the SEC explain the purpose of the *Charter for the Protection of Children and Young People*?

Yes _____ No _____

Can the SEC list the 3 primary functions of the Office of Child and Youth Protection?

Yes _____ No _____

Can the SEC locate the diocesan web pages for the Office of Child and Youth Protection and demonstrate a working knowledge of the use of the information necessary for the position, including how to access the password-protected portion for SECs?

Yes _____ No _____

Can the parish/school demonstrate how to find the most current version of the required safety curriculum for minors?

- Archdiocese of Omaha's *Circle of Grace*? Yes _____ No _____

Can the parish/school show evidence of annual safe environment training records for children and/or youth?

Yes _____ No _____

Can the parish/school show evidence of opt-out forms signed by parents who opt their child(ren) out of safe environment training?

Yes _____ No _____

Can the SEC explain the safe environment requirements for new adult parish/school employees?

Yes _____ No _____

Can the SEC explain the safe environment requirements for new parish/school employees that are minors (under age 18)?

Yes _____ No _____

Can the SEC explain the safe environment requirements for new adult volunteers working with minors?

Yes _____ No _____

Can the SEC explain the safe environment requirements for new volunteers that are under the age of 18 and working with other minors?

Yes _____ No _____

Can the SEC demonstrate how to work within the VIRTUS® database to monitor employee and volunteer compliance with safe environment requirements?

Yes _____ No _____

How often has the parish/school completed a compliance review of its employees and volunteers? When was the last review conducted?

Can the SEC demonstrate use of the Master Report in VIRTUS®?

Yes _____ No _____

How does the SEC monitor compliance with monthly training bulletins?

Has the SEC submitted past audit reports by the designated deadlines of October 1 and June 1?

Yes _____ No _____

Has the SEC attended the scheduled annual SEC meetings?

Yes _____ No _____

Can the SEC describe the circumstances that would require a person to be placed on a safety plan?

Yes _____ No _____

Does the SEC/Pastor/Principal have knowledge of any existing safety plans for their location(s)?

Yes _____ No _____

Is the SEC/Pastor/Principal able to explain the diocesan reporting policy for suspected child abuse or neglect?

Yes _____ No _____

Can the SEC/Pastor/Principal explain when and how to report an allegation of sexual abuse of a minor?

Yes _____ No _____

Can the SEC/Pastor/Principal explain how to obtain outreach for victims?

Yes _____ No _____

Note: Parishes/Schools should be able to provide complete lists of active employees, as well as lists of all volunteers working with minors.

Specific Requirements from Non-Monetary Agreements:

11. The name and contact information of the Diocesan Victim Advocate will be published on the Diocese's website and will be included in parish bulletins along with the names of parish staff. Update: Arbitration ruling in 2014 added additional language to this agreement.

12. The Missouri Abuse Hotline phone number shall be prominently posted in every parish, school, office and workplace.

13. The Diocese shall prominently display in each diocesan school a placard stating, "The Abuse of the Spiritual, Emotional and Moral Development of the Young Men and Women of (name of school) shall not be tolerated." The placard will include the telephone numbers of the Missouri Abuse Hotline, the local police department, and the Diocesan Victim's Advocate.