

# Safe Church Self Audit- *DRAFT* (for annual review) Congregations/ Organizations

Name of Congregation/Organization: \_\_\_\_\_

Address of Congregation/Organization: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## SCREENING AND TRAINING PROTOCOLS

See our website: <https://diocesecpa.org/safechurch/required-modules/>

### Policy confirmation

☐ We have a Policy for the Protection of Children and Youth that is consistent with the 2018 Model Policy  
Date adopted \_\_\_\_\_

☐ We have a Policy for the Protection of Vulnerable Adults that is consistent with the 2018 Model Policy  
Date adopted \_\_\_\_\_

### Safe Church Manager

☐ The Parish/organizational Safe Church Manager is: \_\_\_\_\_

NOTES \_\_\_\_\_

\_\_\_\_\_

### Screening and Training of Ministry Leaders

☐ There is a well-understood process, in accordance with the above Screening and Training Protocols, which may include:

- A written application;
- A personal interview;
- Verification of personal references; and
- Pennsylvania clearances, updated every 5 years.

☐ All leaders, paid or volunteer, have completed the appropriate Safe Church training, according to the above Screening and Training Protocols, renewed every 3 years.

☐ Individual records of these procedures are located in a secured location:

\_\_\_\_\_  
And the following individuals have access to them:

NOTES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Safe Program Space

☐ There are always two or more unrelated adults present in ministry setting and events designed for children and youth (*if that is not possible during an event, and there is only one adult available, another adult should be assigned to conduct check-ins randomly and frequently*).

☐ All program space whose primary use is for children and youth is visually accessible.

☐ Alcoholic beverages are not stored in publicly accessible areas of the church buildings.

☐ Publicly accessible computers with internet access are password protected and children and youth use church computers only with supervision.

☐ Keys to church spaces are limited to people who have met all requirements for screening and training.

☐ No one is denied the right, status, or access to an equal place in the life, worship, and governance of any program or activity because of race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, differing abilities, or socio-economic class.

☐ To the furthest extent possible, all spaces and settings for programs, activities, and ministry are accessible.

NOTES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Responding to concerns and incidents

☐ There is a well-understood procedure for responding to concerns and/or incidents of the suspected abuse, neglect, or exploitation of children and youth and vulnerable adults, which includes:

- Contact information and protocol to make reports of suspected abuse
  - Childline: (1-800)-932-0313

- Elder Abuse/vulnerable adults: 1-800-490-8505
- Contact information for the appropriate person to report to in the Diocese, Congregation and/or Organization;
- Steps to take when you have concerns; and
- Who to contact.

Copies of these procedures are located \_\_\_\_\_

NOTES \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **Program Documentation**

☐ There is documented approval from the governing body, and individual parental approval, for:

- All programs for children and youth that are hosted off-site;
- Sexually explicit conversation or program content; and
- Screening of media rated PG-13 or above.

☐ The following documents are on file for all programs involving children and youth:

- Registration forms;
- Medical release and waiver forms;
- Media and image release forms; and
- Field trip and transportation permission forms for off-site programming

Records of these procedures are located \_\_\_\_\_

NOTES \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **Posting of Policy**

☐ A copy of the Policy for the Protection of Children and Youth is posted in open area of the facilities.

☐ A copy of the Policy for the Protection of Vulnerable Adults is posted in open area of the facilities.

Location where the Policies are posted \_\_\_\_\_

NOTES \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Edited by Micalagh Moritz, June 2024

Name of the person filling out this form: \_\_\_\_\_

For which calendar year was this review performed for: \_\_\_\_\_