

COMPLIANCE EVALUATION CHECKLIST/ON-SITE VISIT 2024-2025	DATE _____ PARISH/SCHOOL _____
DISCUSSION QUESTIONS	COMMENTS
<b>Explain</b> your role as Safety Coordinator of your Parish/School as determined on the Safety Coordinator Commitment Checklist.	
<b>What is your process</b> for ensuring all employees, educators and volunteers working with minors are initially trained (what medium do you use?) and are included on the inventory ministry form (completed in its entirety) and are included in the database.( please verify) <b>Have you emailed</b> your commitment form, Ministry Inventory Form, verification, and printout from CMG to SE office for review? (date) Note: There is NO grace period, all must be trained and background checked (certified in data base, before beginning ministry or employed)	
<b>What is your process</b> for ensuring that the employees, volunteers and educators at your parish/school have a clear understanding of Safe Environment Policy/Program dated July 2022, including the social media policy and code of conduct. <b>Yearly</b> , this information is to be reviewed and all must sign off. What is your process of getting form - Appendix E signed? And where are these forms kept?	
<b>What is your process</b> and what medium do you use to ensure employees, educators and volunteers complete the renewal process (5 years)?	
<b>Where</b> is your SE Program Handbook dated (July 2022) kept? <b>How</b> do you make it available for others to review?	
<b>Are</b> you able to explain the full interpretation of the Charter for the Protection of Children and Young People and its meaning to others in your parishes and schools?	
<b>How</b> do you ensure that Safe Environment materials, along with policies, procedures, related to the Charter are publicized to the parishioners and maintained in common areas?	
<b>How</b> do you implement the 2-adult rule in RE classes ( do you enlist rovers and or hall monitors as the second adult?)	
<b>What is your process</b> for ensuring the driving guidelines for parent volunteers of parishes and schools are followed? <b>Where</b> is driving information kept? (i.e., certificates, DL, insurance cards etc.)	
<b>What is the diocese process</b> for reporting child abuse/neglect? <b>What is the process</b> if anyone has any questions regarding grooming or boundary concerns?	
<b>Where</b> do you find the information for obtaining outreach to victims and are you able to convey that information to others?	
<b>Where</b> are your VAC posters (dated 7-24) displayed?	
<b>Where</b> is contact the information flyer (dated 7-24) displayed? (This flyer lists your contact information as the local safety coordinator)	
<b>Are</b> you able to demonstrate a clear understanding and functionality of CMGConnect data base? Archiving, Checking Status of user after completion, restoring? Changing passwords? In what area do you need assistance? Using the secondary users list	
<b>What is your process</b> of monitoring CMG database(weekly)and ensuring the department field is completed for each user in CMG?	
<b>Where</b> do you keep "volunteer sheets"? (schools) Are the volunteers identified in your CMGConnect data base?	
<b>What is your process</b> to ensure that parish and schools are completing the assigned trainings with regards to Bullying and Suicide Awareness etc.	
<b>How do you ensure</b> new coaches and other new employees/educators complete the correct driving curriculum based on their location and complete other assigned videos? (schools)	
<b>How do you ensure</b> that minors (i.e., high school students) ministering with other minors? (both yearly renewals) are properly trained? Grades 6-8 paper training / 9-12 CMGConnect platform	
<b>What is your process</b> for ensuring Safe Environment Training (2024-2025 Bullying) for Students in Catholic Schools and Religious education programs is completed.	
<b>What is your process</b> with regards to allowing parents to opt out their child from SET? Does your school/parish offer materials to parents?	
<b>What is your process</b> to ensure the Children's Data Report Form is due before 1-1-2025 and emailed to SE office, with opt forms attached, if applicable.	
<b>What is your process</b> for inserting bulletin announcement (dated 7/2024) in parish bulletin/ school newsletters, websites , (quarterly) and emailing them to Chancery for filing <b>quarterly</b> .	
<b>Are you familiar</b> with the Bishop's reporting systems and procedures we have in place, and where to find them if necessary?	
<b>What is the process</b> at your parish to ensure visiting priests are in good standing and other lay speakers?	
If your parish/school has been directly affected by allegations of sexual abuse of children by the church has the Diocese kept parish informed, provided outreach and been supported, explain.	
<b>With regards to your parish/school website</b> and social media sites, who are the 2 people responsible for technology use. Is there a link to the Safe Environment Training page on your website? Does it work? Do you post the SE announcement there, is it current?	
<b>Do you have a crisis plan</b> in place for Active shooter, tornado or fire drills? What does that look like? ie...do you need resources or assistance in these areas?	
<b>Do you have any other questions</b> , do you need clarification in other areas of the charter, policy, code of conduct, handbook, or database? How can I help?	

Follow-up/Auditor's initials



The church loves all her children like a loving mother, but cares for all and protects with a special affection those who are the smallest and defenseless ~ Pope Francis