



# Safe Church, Safe Communities

## Self-Audit Form

NOTE: The section numbers listed in the lefthand column below are taken from the Diocese's *Policy for the Protection of Children and Youth*. Corresponding sections in the *Policy for the Protection of Vulnerable Adults* may be numbered differently, but the two documents share one overall design.

### **POLICIES**

Sec II,  
Sec IX.B

We have either ...

adopted the Diocese's policies for the protection of children and youth and the protection of vulnerable adults, or developed and formally adopted policies consistent with the Diocese's policies and adapted to our parish / organization.

**Yes No**

These actions are documented in the Minutes of Vestry / Board meeting(s) held on \_\_\_\_\_.

*Insert date(s)*

### **SCREENING**

Sec IV

Before they began their work, all clergy, employees and volunteers in our parish / organization who engage in ministry with children and youth or with vulnerable adults were screened in the following ways:

Sec IV.A

Public Records Check

**Yes No**

Department of Motor Vehicles records check *[if relevant]*

**Yes No**

Credit Check *[if relevant]*

**Yes No**

Sec IV.B

Submission of a formal written application

**Yes No**

Personal interview

**Yes No**

Reference check

**Yes No**

All individuals previously approved to engage in ministry with children and youth or with vulnerable adults have undergone renewed public records check screening within the past five years.

**Yes No**

Sec VI

Each applicable screening step was documented, and the records are maintained as required by Diocesan policies.

**Yes No**

### **TRAINING**

Sec V

Before they began their work, all clergy, employees and volunteers in our parish / organization who engage in ministry with children and youth or with vulnerable adults completed the training modules required by Diocesan policies and provided online by Praesidium Academy.

**Yes No**

All individuals who were previously approved to engage in ministry with children and youth or with vulnerable adults have undergone renewed training within the past three years.

**Yes No**

Sec VI

All training completed was documented, and the records are maintained as required by Diocesan policies.

**Yes No**

## RECORD KEEPING

Sec VI The records that we retain to provide evidence of our compliance with the Diocesan policies ...

include an affirmation from each individual that she or he has reviewed our policies, and are kept in a secure and confidential location.

Yes No  
Yes No

## MONITORING AND SUPERVISION OF PROGRAMS

Sec VII We assign oversight responsibility for ministry programs that involve children, youth or vulnerable adults to a Supervisor.  
*Also Sec III for definitions* For each event or program that we sponsor, we appoint a

Yes No

Responsible Person.

Yes No

We maintain separate, up-to-date lists of persons approved to minister (i) to children and youth and (ii) to vulnerable adults. These lists include contact information for each individual.

Yes No

We have carefully reviewed our policies and practices in the following key areas and are confident that we provide the expected high standard of protection to children, youth and vulnerable adults:

### For ministry with children and youth

Sec VII.A	Required presence of adults	Yes	No	N/A
Sec VII.B	Alcoholic beverages	Yes	No	N/A
	Computers and electronic devices	Yes	No	N/A
	Videos and movies	Yes	No	N/A
	Persons with keys and access	Yes	No	N/A
	Unused spaces	Yes	No	N/A
Sec VII.C	One-to-one conversations	Yes	No	N/A
Sec VII.D	Basic needs	Yes	No	N/A
Sec VII.E	Inclusiveness	Yes	No	N/A
Sec VII.F	Registration and waiver-and-release forms	Yes	No	N/A
Sec VII.G	First aid and medications	Yes	No	N/A
Sec VII.H	Violence and weapons	Yes	No	N/A
Sec VII.I	Images and recordings	Yes	No	N/A
Sec VII.J	Standards of behavior in ministry with children or youth	Yes	No	N/A
Sec VII.K	Special considerations for off-site programming	Yes	No	N/A
Sec VII.L	Overnight programs	Yes	No	N/A
Sec VII.M	Transportation	Yes	No	N/A
Sec VII.O, P	Extended and international travel	Yes	No	N/A

### For ministry with vulnerable adults

	Safe space for pastoral relationships	Yes	No	N/A
	Visits to private residences	Yes	No	N/A
	Visits to residential facilities	Yes	No	N/A

## RESPONDING TO CONCERNS

Sec VIII.C We have developed a list of resources to serve as a source of information and assistance for anyone concerned about possible violations of our policies. This list includes the information listed in the Diocesan policies.

Yes No

We have published the list ...

by posting it on our Web site and linking to it from any page on the site that mentions programs for children or youth.

**Yes**   **No**

by sending it electronically or in printed form to the parent or guardian of any child who registers for any program.

**Yes**   **No**

by posting a physical copy in plain view in any location where activities involving children or youth or vulnerable adults occur on a regular basis.

**Yes**   **No**

**Congregation or organization:** \_\_\_\_\_

**Name of individual completing this form:** \_\_\_\_\_

**Leadership role [e.g. warden, vestry member, clergy-in-charge]:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_