



A Parish Self-Assessment Guide

Charter for the Protection of Children and Young People

Secretariat of Child and Youth Protection
United States Conference of Catholic Bishops
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Purpose and Overview

Since on-site audits occur every three years, the SCYP thought it would be beneficial to the dioceses/eparchies to create a parish self assessment guide to help dioceses and eparchies determine to what extent their parishes and schools are implementing the diocesan/eparchial policies relating to the *Charter for the Protection of Children and Young People* at the parish level. This self-assessment can be used by staff to determine if all diocesan/eparchial policies are being followed as well as help determine where there might be a need for more training in the implementation of the *Charter*.

If the *Charter* is going to be effective and the audit a tool for creating safe environments, it is important that parish personnel know:

- How to create safe environments in their parishes and schools
- How to implement diocesan/eparchial policies concerning training of all employees and volunteers
- How to implement diocesan/eparchial policies concerning background evaluations of employees and volunteers who work with children
- How to implement the diocesan/eparchial policy on extern/visiting priests
- The name of the people responsible for the implementation of the *Charter* at the parish level and at the diocesan/eparchial level
- Who schedules safe environment training for adults
- Who is responsible for training children both in religious education and in the parish school
- How to report allegations and to whom
- How to get outreach for a victim, his/her family, or the parish community

This self-assessment guide is not a requirement of the *Charter*, nor is it part of the annual audit. It is intended as an internal document solely for the use of the diocese or eparchy. Dioceses and eparchies should feel free to change the format and/or questions to suit their individual needs.

1. Is the existence of the diocesan/eparchial policies and procedures relating to the *Charter* publicized to parishioners?
 YES NO
 - **If Yes, describe the types and frequency of publications.** (Examples might include publication in parish bulletins, information provided at Masses, brochures and/or posters in the vestibules of Church buildings.)
 - **If No, provide explanation.**

2. Does the pastor/school principal/other know when and how to report an allegation of sexual abuse of a minor?
 YES NO
 - **If No, provide explanation.**

3. Does the pastor/school principal/other know how to obtain outreach for victims?
 YES NO
 - **If No, provide explanation.**

4. a) Are copies of the code of conduct and/or diocesan/eparchial standards of ministerial behavior made available to clergy and any other paid personnel and volunteers of the Church in positions of trust who have substantial contact with children and young people?
 YES NO
b) Are standards of conduct for clergy and other persons in positions of trust with regard to children and young people made available and clear to all members of the community?
 YES NO
 - **If No, provide explanation.**

5. Is safe environment training provided for each of the various groups set forth in Article 12 (Children and Youth, Priests/Deacons, Candidates for Ordination, Educators, Diocesan/Eparchial Employees, Parish/School/Agency Employees, Volunteers/Others)?
 YES NO
 - **If No, provide explanation.**

6. a) Is there a policy for those parents who choose not to have their child participate in the diocesan/eparchial safe environment training?
 YES NO
b) Does the parish/school/diocese have documentation of the signed parental declination?
 YES NO
c) Does the parish/school/diocese have documentation that the safe environment training materials have been offered to parents?
 YES NO

d) If parents refuse to sign any form, has a record been maintained by the parish/school/diocese?

YES NO

- **If No, provide explanation.**

7. a) Does the pastor ensure that background evaluations are conducted on all parish personnel to include priests and deacons as well as other paid personnel and volunteers whose duties include substantial contact with minors?

YES NO

b) Does the principal ensure that background evaluations are conducted on all school personnel, to include priests and deacons, as well as other paid personnel and volunteers whose duties include substantial contact with minors?

YES NO

c) Does the principal ensure that fingerprint-based background evaluations are conducted for all school personnel hired on or after July 1, 2007, as well as search the sex offender registry, as required by IL State Law?

YES NO

- **If No, provide explanation.**

8. Does the pastor ensure that visiting or non permanent clergy (e.g., weekend assistants, priests who witness marriages, perform baptisms, conduct funerals or otherwise engage in supply ministry) are clergy in good standing and are compliant with the Diocesan Child Protection Policy?

YES NO

- **If No, provide explanation.**

9. For those parishes directly affected by allegations of sexual abuse of children which have been brought forward during this current audit period:

a) Has the diocese/eparchy kept the parish informed?

YES NO

b) Has the diocese/eparchy provided outreach to affected persons or groups?

YES NO

c) Has the diocese/eparchy supported reinstatement of the accused when allegations are determined to be unfounded?

YES NO

- **If Yes, describe. If No, provide explanation.**

Name of the person completing this parish self assessment: _____

Title: _____

Date: _____