

Parish/School Audit Questions and Guidelines
Auditors that visit your parish or school will seek answers to the following questions and ask to see documentation that supports your answers.

1. Describe how your parish/school has publicized the policies and procedures of the Safe Environment Program as adopted by the Parish/School to reflect the common commitment to implement the Guidelines for the Prevention of and Response to Sexual Misconduct in the Diocese of Tucson.
 - a) Describe types and frequency of publication of any such material, including distribution of The New Vision, Code of Conduct and Summary of the Guidelines.
 - b) Include education provided in homilies or announcements in liturgies, bulletin inserts or other means of distribution. Include distribution of materials to employees, volunteers, minors and parents.

2. The following two questions will apply only if there has been an allegation of abuse regarding a person now or formerly associated with the Parish/School.
 - a) If applicable, describe how your parish/school has been affected by allegations of sexual abuse of minors that have been brought forward during this current audit period.
 - i. Include comments on the response of diocesan personnel in providing outreach, the reactions from individuals or groups within the parish, etc.
 - b) For those parishes directly affected by allegations of sexual abuse of children which have been brought forward during this current audit period:
 - i. Has the diocese kept the parish informed?
 - ii. Has the diocese provided outreach to affected persons or groups?
 - iii. Has the diocese supported reinstatement of the accused when allegations are determined to be unfounded?

3. Do all clergy, employees and volunteers know when and how to report an allegation of sexual abuse of a minor?
 - a) Reference the education on mandatory reporting.

4. Does the pastor/school principal/other leader know how to put a victim of abuse by a worker for the Church in contact with the Office of Child, Adolescent and Adult Protection or the Victim Assistance Program to obtain counseling and other outreach?

5. Describe how your parish/school implements and tracks the safe environment education required under the Safe Environment Program.
 - a) Reference the record-keeping system.

6. Is safe environment training provided for employees and volunteers, children and youth, and parents?
 - a) Provide documentation (sign-in sheets, educational log, class lists) that the training has been provided.
 - b) Be ready to describe and show materials that describe the material presented in each of the programs.

7. Code of Conduct Dissemination
 - a) Are copies of the Code of Conduct and/or Summary of the Guidelines made available to clergy, employees and volunteers of the Church, especially those in positions of trust who have regular contact with children and young people?
 - i. Include the way in which these documents are provided as part of initial and ongoing education.
 - b) How 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?
 - i. Include distribution of The New Vision and other means by which all members of the community are informed about the behavior expected of those who work with minors.

8. Parent Refusals of Personal Safety Education for Children and Youth
 - a) Is there a policy for those parents who choose not to have their child participate in personal safety education? Does the parish/school have documentation of the parent's refusal? (Make available parent refusal forms.)
 - b) Does the parish/school have documentation that personal safety education materials have been offered to parents who refused education for their children? (Note if materials are provided to all parents as the way of meeting this requirement.)

9. Describe how your parish/school implements and tracks the criminal history checks required under the Safe Environment Program.

10. Does the pastor/principal ensure that background evaluations are conducted on all parish/school personnel whose duties include ongoing, unsupervised contact with minors?

11. Does the pastor/principal ensure that visiting clergy (e.g., weekend assistants, retreat directors, priests who witness marriages, perform baptisms, conduct funerals or otherwise engage in supply ministry) have been granted faculties by the Bishop through the Chancellor's Office?