

Checklist for Safe Environment Coordinators Diocese of Spokane

This is a checklist to help parish/school/entity Safe Environment Coordinators meet the Safe Environment Audit Requirements.

	The parish/school/entity has designated one person to coordinate the Safe Environment Program for the parish/school/entity.
	The parish/school/entity has sent the name, address, telephone, and e-mail address of the designated coordinator to the Diocesan Office of Education.
	All new clergy and personnel have participated in one of the monthly Diocesan Sexual Harassment, Exploitation, and Abuse Prevention Trainings.
	All current clergy and parish/entity employees have participated in an initial Code of Conduct Training, had a WSP or Choice Point background check, read and signed a copy of the Spokane Diocesan Code of Conduct, completed a Disclosure Statement, and have been recorded by the Diocesan Office of Education in the Diocesan ETS system.
	All volunteers who work with children or youth have participated in an initial Code of Conduct Training, had a WSP or Choice Point background check, read and signed a copy of the Spokane Diocesan Code of Conduct, and completed a Disclosure Statement.
	The parish/school/entity has sent copies of the Code of Conduct Certificate, the WSP clearance statement, a signed copy of the Spokane Diocesan Code of Conduct, and a signed copy of the Disclosure Statement for all volunteers who work with children and youth to the Diocesan Office of Education.
	All current school personnel have participated in an initial Code of Conduct Training, had a FBI Finger print background check and a WSP background check, read and signed a copy of the Spokane Diocesan Code of Conduct, completed a Disclosure Statement, and been recorded by the Diocesan Office of Education in the Diocesan ETS system.
	The parish/school/entity has sent to the Diocesan Office of Education a copy of the roster for all Code of Conduct trainings conducted at the parish/school/entity.
	All clergy and parish/school/entity personnel, within one year after completing the initial Code of Conduct Training, have completed an annual online Safe Environment education update.
	All volunteers who work with children and youth, within one year after completing the initial Code of Conduct Training, have completed an annual online Safe Environment education update.
	The parish/school/entity has followed up with all volunteers who work with children or youth, all clergy, and all employees who have not completed their annual online Safe Environment education update.
	All children and youth have annually participated in the Safe Environment/Personal Safety education program.
	The parish/school/entity has offered to parents at least two child abuse awareness education opportunities annually.
	The parish/school/entity has sent the child and youth education annual reporting form to the Diocesan Office of Education
	The parish/school/entity has sent the parent education annual reporting form to the Diocesan Office of Education
	The parish/school/entity has maintained a file of signed letters from parents requesting that their children not participate in the Safe Environment/Personal Safety education program.
	The pastor has sent a letter to Bishop indicating that he has received and implemented the Safe Environment education program for children, youth, clergy, personnel, parents, and volunteers who work with children and/or youth.