

Parish/School Safe Environment Visit

Date:

Time:

OCYP Member

Name of Parish/School:

City:

Deanery:

Name of Safe Environment Leader:

Current Email Address

1. Physical Space

YES

NO

- Meeting room has window in the door or visible during instruction.....
- Exit Plan
 - o Posted in classes on site and the Diocese.....
 - o Plan for unsafe event(s) known to teachers.....
 - o Exits clearly marked.....
- Hallways and doorways free of blockage (checked before instruction)
- First aid supplies available, and location known to leaders.....
- Kids parents know how to arrive and how to pick up.....
- Do Adults monitor arrival and dismissal.....
- Phone access..... Fire extinguisher.....
- When do you conduct physical inspection of facilities?
- How often do you assess your local safe environment training (setting).....
- Do you assess/ monitor parking areas.....
- Do you inspect your windows/ doors to ensure visibility for safety

2. Safe Environment Organization/Database/Records

- Do you have designated office space? _____ Do you have secure file storage? _____
- All active leaders are compliant BGC /SET/ References.....
- Two- deep leadership structure in place during instruction.....
 - o Kids emergency contacts available.....
 - o Parents provided with number to call as needed.....
- Do you have Level C References Forms file.....
- Do you have Level B References Forms file.....
- Do you have Level A Forms on file.....
- Do access the approved Level C List in COMPASS.....
 - o How do you share it with ministry leaders?
- Do you have an approved Level B list for ministry assistance.....
- Are all your ministries Level C and / Level B designated?.....
- How are training webinars publicized/ posted
- o Do you have a local trainer for safe environment training? if yes – name(s)
 -_English ___Spanish _____Other
- If yes, do you have a clinician present at training.....if yes, name(s)
 -_English ___Spanish _____Other
- Do you have an active Safe Environment Team? _____ How Many Members? _____
 - o In English: _____ Spanish:_____

- Does your site post training for surrounding Deaneries through OCYP?.....
- Do you access the COMPASS DB monthly to ensure all is well with compliance?
- Do you submit the Annual Report for the Diocese to OCYP.....
- Do you have any of the following roles
 - o Youth Minister.....
 - o DRE
 - o Pre-school leader.....
 - o VBS coordinator.....
- Are they familiar with the Safe Environment Requirements? (screening/references/training)
 - o Youth Minister.....
 - o DRE
 - o Pre-school leader.....
 - o VBS coordinator.....
- Do you hold meetings with minors via social media?

Questions

- Compliance percentage with BGC/ SET requirements on day of visit.....
- How often do you assess compliance at your site?
- Do you access the monthly newsletter?.....
- How do you inform your volunteers and/ or employees who are non-compliant.....
- How do you inform your volunteers and/ or employees of the annual renewal cycle.....
- What is the best email for both you and for the general parish to be included for the monthly newsletter.....
- Do you need any printed resources (parent information cards/other)?
- Do you need any onsite Training in English and/ or Spanish?.....
- How do you advise the pastor of the improvements, strengths, and weakness of the Safe Environment Program?.....

- Informational Items –
- Do you ever present Safe Environment topics to the parish council?.....
- Do you ever commission/recognize your safe Environment Team at Mass?.....
- How do you pray for healing and for our commitment to keep children safe?.....
- Do you have prayers of the faithful you would like to share?
- Do you have access for the handicapped to use your facility?.....
- Do you have training/ formation for people with special needs?.....
- Are there personnel who are trained in any of these Special Needs?.....
- Do you have Crisis Intervention Team (medical emergency etc.).....