



Roman Catholic Diocese of Albany Charter Compliance Checklist

This checklist has been prepared to help your parish prepare for the audit visit

Parish Safe Environment Coordinator

Name: _____

Email: _____

- Verification that the informational brochure, "**Working Together**" and the "**Parent Fact Sheet**" are available in the parish and religious education offices, as well as the vestibule of the church
- Verification that the document "**Responding to an Allegation of Suspected Child Abuse**" is prominently displayed in the parish and religious education offices
- Verification that the pastor/parish life director has retained testimonials of suitability from bishops/provincials for visiting priests and deacons

Parish Staff

- List of **all** staff at the parish
- Verification that staff has received the Internal Parish Reporting Form regarding procedures for assisting a victim of child sexual abuse who is seeking help, and verification that these procedures have been discussed at a staff meeting
- Verification that all staff has completed the following:
 - Employee Application (references must be checked)
 - Virtus Training
 - Background Check
 - Code of Conduct
 - Technology Policy
 - Social Media Policy

Parish Volunteers

- List of **all** school/parish volunteers who work with children and youth
- Verification that signed copies of the Youth Code of Conduct for volunteers under age 18 are kept in the parish offices
- Verification that all parish volunteers who work with children have completed the following:
 - Volunteer Application (references must be checked)
 - Virtus Training
 - Background Check
 - Code of Conduct
 - Technology Policy
 - Social Media Policy