



## Roman Catholic Diocese of Albany Charter Compliance Checklist for Schools

This checklist has been prepared to help your school with compliance and to prepare for the audit.

- Name and e-mail address of the person who is the Safe Environment Coordinator for the school, if different than the principal has been sent to:
  - Superintendent of Schools
  - Associate Director for Safe Environment
  - Diocesan Internal Auditor (Deacon Team)
  
- Verification that the information brochures (Working Together and Parent Fact Sheet) are available in the school offices.
- Verification that the document "How to Report Sexual Abuse" is displayed in a prominent places in the school where it is easily accessible and a copy is in the possession of all adults with responsibility for children.
- Verification that staff know how to assist a victim of child sexual abuse that may come to them for help (eg faculty meeting agenda item annually, staff meeting presentation).
- List of **all** employees of the school.
- List of **all** school volunteers who regularly work with children and youth, including youth volunteers.
- Verification that **all** school staff and volunteers who regularly work with children have completed Virtus training (documented in paper form and entered into PowerSchool).
- Verification that background checks have been completed on **all** school staff and volunteers who regularly work with children whether in TEACH for educators or Summit for staff and volunteers (documented in paper form and entered into PowerSchool – staff only).
- Verification that signed copies of the Guidelines for Appropriate Conduct and Standard Code of Conduct are kept in the school office.
- Verification that signed acknowledgements of receipt of the Diocesan Technology Policy are kept in the school office.
- Verification that signed acknowledgements of the Social Media Policy are kept in the school office.
- Verification that signed copies of the Youth Code of Conduct for volunteers under age 18 are kept in the school office.
- Verification of what safe environment programs are being used to teach the children and youth in the school and how many children have completed the program.
- Verification that the school administrator has retained testimonials of suitability from bishops/provincials for visiting priests and deacons on every occasion of their ministry in serving the school community with two copies sent to the superintendent of schools.
- School has submitted all required reports during the previous compliance cycle to the superintendent of schools with hard copies retained in the school office.