

Safe Church Safe Communities Self-Audit

Adapted from the Diocese of Michigan *Annual Safe Church Self-Audit*

Audit Year: _____

Name of Congregation/Organization: _____

City: _____

Policy confirmation

- We have a Policy for the Protection of Children and Youth that is consistent with the Diocese of Chicago's policy, and is appropriate for our congregation or organization.
Date Adopted: _____ Date Reviewed: _____
- We have a Policy for the Protection of Vulnerable Adults that is consistent with the Diocese of Chicago's policy, and is appropriate for our congregation or organization.
Date Adopted: _____ Date Reviewed: _____

Screening of Ministry Leaders

- There is a well-understood process, in accordance with the above Screening and Training Requirements, which includes:
 - A written application;
 - A personal interview;
 - Verification of personal references; and
 - Public records check, updated every 5 years.

Individual records of these procedures are located _____
and _____ have access to them.

NOTES:

Training of Ministry Leaders

- All leaders, paid or volunteer, have completed the appropriate Safe Church training, according to the above Screening and Training Protocols; and
- Certification of training is renewed every 3 years.
- Records of completion of this training are located: _____

NOTES:

Safe Program Space

- There are always two or more unrelated adults present in ministry setting and events designed for children and youth.
- All program space whose primary use is for children and youth is visually accessible.
- Alcoholic beverages are not stored in publicly accessible areas of the church buildings.
- Publicly accessible computers with internet access are password protected and children and youth use church computers only with supervision.
- Keys to church spaces are limited to people who have met all requirements for screening and training.
- No one is denied the right, status, or access to an equal place in the life, worship, and governance of any program or activity because of race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, differing abilities, or socio-economic class.
- To the furthest extent possible, all spaces and settings for programs, activities, and ministry are accessible.

NOTES:

Responding to concerns and incidents

- There is a well-understood procedure for responding to concerns and/or incidents of the suspected abuse, neglect, or exploitation of children and youth, which includes:
 - Contact information for the local Child Protective Service;
 - Contact information for the appropriate person to report to in the Diocese, Congregation and/or Organization;
 - Steps to take when you have concerns; and
 - Who to contact.

Copies of these procedures are located: _____

NOTES:

Program Documentation

- There is documented approval from the governing body, and individual parental approval, for:
 - All programs for children and youth that are hosted off-site;
 - Sexually explicit conversation or program content; and

- Screening of media rated PG-13 or above.
- The following documents are on file for all programs involving children and youth:
 - Registration forms;
 - Medical release and waiver forms;
 - Media and image release forms; and
 - Field trip and transportation permission forms for off-site programming

Records of these procedures are located: _____

NOTES:

Posting of Policy

- A copy of the Policy for the Protection of Children and Youth is posted in open area of the facilities.
- A copy of the Policy for the Protection of Vulnerable Adults is posted in open area of the facilities.

Location where the Policies are posted: _____

NOTES:

Name of the person filling out this form: _____

Email Address: _____

Date of Completion: _____

This form must be submitted to the
 Safe Church Safe Communities Coordinator at the Episcopal Diocese of Chicago
 by March 1st of each year

