



## Diocese of Winona-Rochester Audit Checklist for Parishes and Schools in Preparation for the Office of Child and Youth Protection Audit

*This checklist is to assist in identifying areas of compliance required by the OCYP of USCCB.*

***DIRECTIONS:*** Use the following checklist to assist you in preparing the files necessary for the Audit. ***Keep this on file with your copy of the current year Audit materials. This is for your convenience and does not need to be returned.***

- Name of parish and/or school Safe Environment Coordinator contact person, please include the CITY. (Please contact Mary Hamann if this person has changed.)
- List parish/school employees on appropriate schedule.
- List parish/school volunteers on appropriate schedule.
- Have the background check authorization form and the completed report from S2Verify for each ***full-time or part time employee*** signed on file. Background checks must be re-run every five years with a new background check consent form being signed.
- Have ALL employees and volunteers attend a live VIRTUS© session.
- Have the following information and accompanying documentation for the Safe Environment Training for Children (Circle of Grace) **this report is due to the office of Safe Environment the end of December:**
  - Dates presented
  - Number of children attending in each grade level and number who opted out (list each grade level with number attended and number opting out)
  - Signed opt-out forms from parents on file (forward a copy to the Office of Safe Environment at the Diocese of Winona-Rochester)
  - Documentation that parents who opted out have been offered the opportunity to use the materials at home
- Have you assessed your premises for lighting, locked rooms, unsecured areas, windows in internal doors, reconciliation rooms, etc.?
- Do all employees and volunteers know and understand the process for reporting alleged abuse as defined in the *Policies and Procedures Regarding Sexual Abuse of Minors by Priests, Deacons and Other Church Personnel*?
- Is the process for reporting alleged abuse as defined in the Policies and Procedures posted in strategic locations on the premises?
- Is there a clear policy for employees, volunteers, and students about use of the Internet on the premises?

**Questions regarding the audit or the Safe Environment Program should be directed to Rosalie Beyer at [rbeyer@dowr.org](mailto:rbeyer@dowr.org) or 507-361-1938.**