



**MANDATORY  
2021 USCCB SAFE ENVIRONMENT AUDIT  
COMPLIANCE REPORT AND SIGNATURE PAGE**  
*(This report is for Safe Environment Year July 1, 2020 - June 30, 2021)*

**DEADLINE – Friday - May 14, 2021**

**Report must be signed and mailed to:  
Fr. Brian Nunes, Moderator of the Curia/Vicar General  
2021 USCCB Safe Environment Audit Compliance Report  
3424 Wilshire Boulevard  
Los Angeles, CA 90010-2241**

**This report should include hard copies of the following items:**

- **Include this “Signature Page,” signed and dated below**
- **Completed 2021 USCCB Safe Environment Parish Audit Compliance Report**
- **(2) Safeguard the Children Committee Meetings Minutes**
- **(3) Parish bulletins with “Did You Know” inserts**

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**SIGNATURE PAGE**

**Region:** \_\_\_\_\_

**Parish:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Pastor, Parish Administrator or Parish Life Director:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Please Print Name and Title*

\_\_\_\_\_  
*Date Signed*

**2021 USCCB SAFE  
ENVIRONMENT AUDIT  
COMPLIANCE REPORT**

The attached 2021 USCCB Safe Environment Audit Compliance Report must be completed, signed and returned **by Friday, May 14, 2021**. A copy of this report must be kept on file at the parish. For questions, call Joan Vienna at (213) 637-7227.

**1. SAFEGUARD CONTACT INFORMATION:**

Each parish must have a Safeguard the Children Parish Committee and Chairperson. Please list his/her email so important information and resources can be emailed to him/her.

Name of Chairperson: \_\_\_\_\_

EMAIL: \_\_\_\_\_ Phone: \_\_\_\_\_

**2. SAFEGUARD COMMITTEE MINUTES:**

It is mandated that the Parish Safeguard the Children Committee meets at least two (2) times a year. This Report must **include at least two (2) sets of Safeguard the Children Parish Committee Meeting Minutes** from July 1, 2020 – June 30, 2021.

**3. WORKING TOGETHER BROCHURES:**

Copies of the “Working Together to Prevent Child Sexual Abuse” brochures **must be displayed** at your parish/school site. Please check the locations where they are displayed:

\_\_\_ Vestibule \_\_\_ Parish Office \_\_\_ School \_\_\_ Religious Ed. \_\_\_ Other: \_\_\_\_\_

Check any additional places you distribute the “Working Together to Prevent Child Sexual Abuse” brochures:

\_\_\_ At mass during April Child Abuse Prevention Month

\_\_\_ School Parents

\_\_\_ Religious Education Parents/Youth Ministry Parents/Confirmation Parents

<https://lacatholics.org/child-abuse-prevention-month/>

**4. “DID YOU KNOW?”:**

It is mandated that your parish have a *Safeguard the Children* section in your weekly parish bulletin for the “**Did You Know**” notices. **Provide three (3) parish bulletins with “Did You Know?” articles from three (3) different months during the audit year.**

<https://lacatholics.org/did-you-know/>

**5. PUBLICIZING THE EXISTENCE OF THE CHARTER:**

How is your parish/school publicizing and celebrating Child Abuse Prevention Month during April 2021.

Please list any events, activities or resources your Committee used this year:

\_\_\_\_\_  
\_\_\_\_\_

6. **CHILD ABUSE REPORTING:**

The Pastor/Administrator/PLD/Principal and all parish/school staff members must know when and how to report an allegation of sexual abuse of a minor and reporting forms readily available. Please specify where you display copies of “Responding to an Allegation of Suspected Child Abuse Procedures”. <https://lacatholics.org/reporting-child-abuse/>

Parish: \_\_\_\_\_

Religious Education: \_\_\_\_\_

Confirmation/Youth Ministry: \_\_\_\_\_

School: \_\_\_\_\_

7. **VICTIMS ASSISTANCE:**

The Pastor/Administrator/PLD/Principal and all parish/school staff members must know how to obtain outreach for victims through the Archdiocesan Victims Assistance Ministry. Is the following information posted in plain view at your parish/school site? \_\_\_ Yes \_\_\_ No  
If “No” please post it at this time.

DR. HEATHER BANIS, Victims Assistance Ministry Coordinator  
(213) 637-7650 / [hbanis@la-archdiocese.org](mailto:hbanis@la-archdiocese.org) /  
<https://lacatholics.org/departments-ministries/protecting-children/>

8. **GUIDELINES:**

Parish/School/Religious Education/Confirmation/Youth Ministry staff and volunteers must annually review and sign copies of the “Guidelines for Adults Interacting with Minors at Parish/School Activities or Events” which lists the standards of ministerial behavior for clergy, paid personnel and volunteers.

<https://lacatholics.org/policies-and-procedures/>

Where are the signed “Acknowledgment of Receipt” forms for “Guidelines for Adults Interacting with Minors at Parish/School Activities or Events” kept?

Parish: \_\_\_\_\_

Religious Education: \_\_\_\_\_

Confirmation/Youth Ministry: \_\_\_\_\_

School: \_\_\_\_\_

The “Guidelines for Junior High and High School Students Working with Minors” must be reviewed with any minors who volunteer with children and the parish/school must keep the signed “Acknowledgment of Receipt” form on file.

<https://lacatholics.org/policies-and-procedures/>

Where are the signed documents filed?

Confirmation: \_\_\_\_\_

Youth Ministry: \_\_\_\_\_

School: \_\_\_\_\_

**9. ADULT VIRTUS® TRAINING:**

All adults, including clergy, paid parish/school staff and volunteers who work or volunteer with or around children must take the 3 hr. VIRTUS® “Protecting God’s Children”. [www.virtus.org](http://www.virtus.org)

The training is good for four years from the date on the Certificate.

- Must take the “Keeping the Promise Alive” Recertification before the Certificate expires.
- If the certificate is more than 4 years old, they must retake the “Protecting God’s Children” session.
- If a participant has read 48 or more VIRTUS® Monthly Bulletins, he/she can apply for an Option #3 Recertification by emailing [avichot@la-archdiocese.org](mailto:avichot@la-archdiocese.org) with his/her name and the Region where the VIRTUS® online account is located.

Complete the following information on the adults who are in compliance and those who need to be trained:

**PARISH – CLERGY, STAFF AND VOLUNTEERS:**

	<u>Total Number</u>	<u>#VIRTUS® Trained</u>	<u># To be Trained</u>	<u>Deadline</u>
<b>Pastor/Priest:</b>	_____	_____	_____	_____
<b>Deacon(s):</b>	_____	_____	_____	_____
<b>Admin Staff:</b>	_____	_____	_____	_____
<b>DRE:</b>	_____	_____	_____	_____
<b>Confirmation Coord.:</b>	_____	_____	_____	_____
<b>Youth Minister:</b>	_____	_____	_____	_____
<b>Catechists:</b>	_____	_____	_____	_____
<b>Parent Volunteers:</b>	_____	_____	_____	_____
<b>Other Volunteers:</b>	_____	_____	_____	_____

**SCHOOL - PRINCIPAL, STAFF AND VOLUNTEERS:**

	<u>Total Number</u>	<u>#VIRTUS® Trained</u>	<u>#To be Trained</u>	<u>Deadline</u>
<b>Principal:</b>	_____	_____	_____	_____
<b>Teachers:</b>	_____	_____	_____	_____
<b>Admin Staff:</b>	_____	_____	_____	_____
<b>Coaches:</b>	_____	_____	_____	_____
<b>Parent Volunteers:</b>	_____	_____	_____	_____
<b>Other Volunteers:</b>	_____	_____	_____	_____

10. **CHILDREN AND YOUNG PEOPLE TRAINING:**

All Catholic Elementary and Religious Education Program must use “Empowering God’s Children and Young People” ©Archdiocese of Los Angeles. All Catholic High School and Confirmation/Youth Ministry must use “Empowering God’s Children and Young People” ©Archdiocese of Los Angeles or approved Components of the High School Outcome and Criteria.

For “Empowering God’s Children/Young People” Lesson Plans and Resources, visit:

<https://lacatholics.org/empowering-gods-children/>

<b><u>Number of Children/Youth in Programs</u></b>	<b><u># Trained</u></b>	<b><u># Absent</u></b>	<b><u># Opt-Outs</u></b>
Religious Education: _____	_____	_____	_____
Confirmation: _____	_____	_____	_____
Youth Ministry: _____	_____	_____	_____
School: _____	_____	_____	_____

Has the children/youth training been reported on VIRTUS® Online? \_\_\_ Yes \_\_\_ If “No” the information must be reported by February 26, 2021.

11. **OPT-OUT FORMS:** (*Opt-Out Forms Must Be Kept Permanently Onsite*)

Did the Parish/School/Office of Religious Education/Youth Ministry have any parents who choose not to have their child participate in the Archdiocesan safe environment children’s training?

How many parents opted out? \_\_\_\_\_

If parents refuse to sign any form, has a record been maintained by the parish? Where is the documentation filed?

\_\_\_\_\_

What materials were offered to parents who chose to opt-out of safe environment training for their child(ren)?

\_\_\_\_\_

12. **FINGERPRINTING:**

All clergy, paid parish/school personnel and volunteers who work regularly in a supervisory role with children or youth must be fingerprinted. Each parish/school must have a VPIN (Volunteer and Personnel Information Network) Administrator who is responsible for checking fingerprinting records for their site. For information, call: (213) 637-7680.

<https://lacatholics.org/fingerprinting/>

VPIN Administrator (Parish): \_\_\_\_\_

Phone: \_\_\_\_\_

VPIN Administrator (School): \_\_\_\_\_

Phone: \_\_\_\_\_

13. **TEMPORARY FACULTIES:**

Does the Pastor/Administrator/PLD know about the September 22, 2015, revision of the Short-Term Faculties Policy issued by the Vicar for Clergy. \_\_\_ Yes \_\_\_ No

Please visit: <https://lacatholics.org/short-term-faculties/> to ensure that visiting or non-permanent clergy (e.g., weekend assistants, priests who witness marriages, perform Baptisms, conduct funerals or otherwise engage in “visiting” ministry) are clergy in good standing. After reviewing the Short-Term Faculties Policy, if you have any questions or concerns, immediately contact Sandra Cabrera (213) 637-7304 / [SCabrera@la-archdiocese.org](mailto:SCabrera@la-archdiocese.org)

14. **ALLEGATIONS:**

Answer the following questions only if the parish/school was directly affected or has become aware of allegations of sexual abuse of children by clergy or lay staff member(s) during the current audit period:

a. Has the Archdiocese kept the parish/school informed?

Yes: \_\_\_ No: \_\_\_

b. Has the Archdiocese provided outreach to affected persons or groups?

Yes: \_\_\_ No: \_\_\_

c. Has the Archdiocese supported reinstatement of the accused when allegations are determined to be unfounded? (if applicable)

Yes: \_\_\_ No: \_\_\_