



MANDATORY
2024 USCCB SAFE ENVIRONMENT AUDIT
COMPLIANCE REPORT AND SIGNATURE PAGE
(This report is for Safe Environment Year July 1, 2023 - June 30, 2024)

DEADLINE – Friday, April 26, 2024

Report must be signed and mailed to:
Fr. James Anguiano, Moderator of the Curia/Vicar General
2024 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 2024 USCCB Safe Environment Parish Audit Compliance Report**
- **(2) Safeguard the Children Committee Meetings Minutes**
- **(3) Parish bulletins with “Did You Know” inserts**

SIGNATURE PAGE

Region: _____

Parish: _____

Address: _____

Phone: _____

Pastor, Parish Administrator or Parish Life Director:

Signature

Please Print Name and Title

Date Signed

**2024 USCCB SAFE ENVIRONMENT AUDIT
COMPLIANCE REPORT**

The attached 2024 USCCB Safe Environment Audit Compliance Report must be completed, signed and returned by **Friday, April 26, 2024**. 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/Title: _____

EMAIL: _____ Phone: _____

Committee Members: _____

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, 2023 – June 30, 2024.

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 2024. 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 /
<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

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 Option #3 Recertification by emailing avichot@la-archdiocese.org with his/her name and the Region where the VIRTUS® online account is located.
- Option #4: : Reporting Suspected Abuse or Neglect (Recertification Only) please email bmelendez@la-archdiocese.org

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>
Pastor/Priest:	_____	_____	_____	_____
Deacon(s):	_____	_____	_____	_____
Admin Staff:	_____	_____	_____	_____
DRE:	_____	_____	_____	_____
Confirmation Coord.:	_____	_____	_____	_____
Youth Minister:	_____	_____	_____	_____
Catechists:	_____	_____	_____	_____
Parent Volunteers:	_____	_____	_____	_____
Other Volunteers:	_____	_____	_____	_____

SCHOOL - PRINCIPAL, STAFF AND VOLUNTEERS:

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

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/>

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

Has the children/youth training been reported on VIRTUS® Yes If “No” the information Online? must be reported by **February 15, 2024**.

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 regularly work in a supervisory role with children or youth must be fingerprinted. Each parish/school must have a SEP (Safe Environment Platform) Administrator responsible for checking their site's fingerprinting records. For information, call: (213) 637-7680.

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

SEP Administrator (Parish): _____

Phone: _____

SEP 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 Monica Burgos, (213) 637-7048 / MBurgos@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: