



Archdiocese of St. Louis
Safe Environment Office
Internal Audit Form

Parish _____

Pastor _____

Auditor _____

Date _____

Name of Child Safety Coordinator: _____

Number of employees: _____

Number of active volunteers: _____

Are returned background checks and signed "Commitment to Ethical Conduct" forms maintained for all employees and volunteers? _____

Where are documents stored? _____

Are volunteers grouped? _____

Is the "Acknowledgement for Volunteer Screening Release" form used and maintained?

When are background checks updated?

Are background checks for those new to Missouri (five years or less) obtained from previous state?

Do the pastor, principal, DRE, CRE, all relevant parties know that there is a Policy Book?

Do the parish and the school have the MDFS Child Abuse Hotline Number and the Safe Environment Program requirements posted in prominent locations?

Are the Safe Environment Program brochures in a prominent location in church?

Are the pastor and the principal familiar with the reporting process?

Does the parish have sub-contractors?

Have they been handled according to Archdiocesan policy?

Does the parish have a school? _____ A PSR program?

Name of Lead Teacher for school _____

PSR _____

Was Safe Touch presented in the spring of 2007?

Were parents offered an optional training session?

How many families opted out? School: _____
PSR: _____

Were materials offered to those parents?

Did any refuse to take the materials?

Have the records been entered into the SEP database? _____

Has the "Code" for student volunteers been distributed to the seventh and eighth graders?

How many families refused to sign? _____

Does the parish have a trained facilitator? _____

If so, please name _____

Pastor's Signature _____

Child Safety Coordinator's Signature _____

Auditor's Signature _____

Date _____