



**Diocese of Salt Lake City
Office of Safe Environment**

Safe Environment Program Compliance Checklist

By using the following checklist, local Directors of Safe Environment will ensure their community is in compliance with the Diocesan Safe Environment Program policy. Any questions about these procedures should be directed to the Diocesan Office of Safe Environment, 801.328.8641 x 344 or SafeEnv@dioslc.org.

1. Safe Environment Policies.

___The senior administrator of the parish, school, or agency has appointed, in writing, a local Director of Safe Environment to oversee the local Safe Environment Program who regularly reports to the local parish council or school board on the status of the program. (Reference: Safe Environment Program paragraph 3.D.3) a))

___The senior administrator of the parish, school, or agency has formed a local Safe Environment Committee to implement the Safe Environment Program. (Reference: Safe Environment Program paragraph 3.D.3)b))

___Each **new** employee and volunteer having regular contact with children and youth have been provided with a copy of the Diocese of Salt Lake City “Safe Environment Program.” (Reference: Safe Environment Program paragraph 3.B.3)b)) (This booklet can be downloaded and printed from the diocesan website at www.dioslc.org, select “Safe Environment/Ambiente Seguro”, then “Safe Environment Policies.”)

___All volunteers and employees having regular contact with minors have completed and signed the “Employee/Volunteer Disclosure and Information Form” which is on-file with the local DSE. (Reference: Safe Environment Program paragraph 3.C.1)) (This form can be accessed at www.dioslc.org, select “Safe Environment/Ambiente Seguro”, then “Forms”, then, “Employee/Volunteer Disclosure/Information Form.”)

___The local DSE has implemented procedures to ensure the confidentiality of all personal information obtained through the Safe Environment Program. (Reference: Safe Environment Program paragraph 3.C.3))

___ The local DSE has established and maintains Safe Environment personnel folders for each employee and volunteer sufficient to document each individual’s compliance with the Safe Environment Program.

___ Each local DSE periodically publicizes the Safe Environment Program within their community using statements such as the following:

“The Diocese of Salt Lake City is committed to protecting children and young people. If you believe that a child has been subject to abuse and the victim is under age 18 at the time of the report, contact the Division of Child and Family Services at 800.678.9399 or the nearest law enforcement agency. In addition, if the alleged abuser is employed by or is a volunteer for the diocese or if the victim is now age 18 years or older or if the abuse occurred on diocesan property, please contact the Diocesan Pastoral Center at 801.328.8641”

“La Diócesis de Salt Lake City está comprometida a la protección de niños y jóvenes. Si usted cree que un niño ha sido sujeto de abuso y si la fecha en que el abuso es reportado la víctima es menor de 18 años, la ley de Utah exige que usted notifique a la División de Servicios para Niños y Familias (DCFS), llame al 800.678.9399. Además, si la víctima tiene 18 años o más y el abusador sospechoso es un empleado o voluntario de la diócesis, o el abuso ocurre dentro de propiedad diocesana, llame al Centro Pastoral Diocesano al 801.328.8641.”

2. Criminal Background Evaluations.

___ The local DSE has completed a Criminal Background Evaluation for each **new** employee and volunteer having regular contact with minors and has annotated the date the screening was completed and the results of the evaluation on the Employee/Volunteer Disclosure and Information Form. For licensed educators teaching in Diocesan Catholic Schools, the teaching license or alternative licensing process form may substitute for the Criminal Background Evaluation. (Reference: Safe Environment Program paragraph 3.C.2))

___ The local DSE has completed a current (i.e., completed within the past three years) Criminal Background Evaluation for each employee and volunteer having regular contact with minors and annotated the date and the results of the screening on the Employee/Volunteer Disclosure and Information Form. (Reference: Review Board Meeting of 24 April 2007). Background evaluations on priests, seminarians, deacons, and religious are processed by the Diocesan Office of Safe Environment.

___ Social Security Numbers. Because of changes in the way the Social Security Administration issues Social Security Numbers (SSNs), on June 25, 2011, LexisNexis ceased validating SSNs. For employees, SSNs are validated through E-verify. For volunteers, it is not necessary to validate SSNs. When processing Criminal Background Evaluations, “000-00-0000” for the SSN.

___ Employees/Volunteers transferring within the Diocese. It is not necessary to run a new background evaluation on an employee/volunteer who is transferring to a different location within the diocese. The local DSE gaining the transferring individual notifies the local DSE of the parish/school/organization losing the individual to forward the individual's "Employee/Volunteer Disclosure and Information Form." Once the form is received, the gaining DSE notifies the Diocesan Office of Safe Environment to update the individual's location in the Diocesan data base.

3. Training.

___The local DSE has ensured that all **new** employees and volunteers having regular contact with minors have completed the Diocesan Safe Environment On-Line Training or equivalent diocesan training and documented the completion on the individual's Disclosure Form. (This training is available in English and Spanish through the diocesan website: www.dioslc.org. Select, "Safe Environment/Ambiente Seguro", then "Online Training Program.")

___ The local DSE has ensured that all employees and volunteers having regular contact with minors are current (i.e., completed within the past three years) in their Safe Environment Training and documented the training on the individual's Disclosure Form.

___The local DSE has provided regular and on-going child abuse prevention training and education (Reference: Safe Environment Program 3.B.3)a)) and maintains documentation (i.e., "opt out" forms) for parents who do not want their child(ren) to be trained by the diocese on Safe Environment practices. The local DSE has provided status reports to the Diocese on these programs as requested.

___The local DSE has reviewed the diocesan Safe Environment policies with all employees and volunteers to ensure that they fully understand the program requirements. (Reference: Safe Environment Program 3.B.3)b))

___ The parish Director of Religious Education (DRE) or Catholic School Principal has submitted the Children's Safe Environment Training Report to the Diocesan Office of Safe Environment by the suspense date established by the diocese (annually on April 30).

4. Annual Safe Environment Compliance Report.

___The Pastor/Principal has completed and submitted the "Safe Environment Compliance Report" by the suspense date established by the Diocese Office of Safe Environment and updated the report as required during the year. (This form can be accessed at www.dioslc.org, select "Safe Environment/Ambiente Seguro", then "Forms".)