

NATIONAL CHARTER FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE

PARISH CHECKLIST FOR COMPLIANCE

Part 1 – General Documentation

	YES	NO
1. Have copies of the document <i>Promise to Protect Pledge to Heal, the Charter for the Protection of Children and Young People</i> (Revised 2005) by the United States Conference of Catholic Bishops been placed in the church and parish offices and made readily available to the faithful?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have copies of the <i>Clergy Sexual Misconduct Policy</i> of the Diocese of Pittsburgh, in both English and Spanish, been placed in the church, school religious education, youth ministry and parish offices and readily available to the faithful?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the Diocese of Pittsburgh booklet: <i>Reporting of Child Abuse and the Child Protective Services Law of Pennsylvania</i> been placed in the church, school, religious education, youth ministry and parish offices and readily available to the faithful?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the Diocese Victim Assistance Hotline telephone number (1-888-808-1235) been published routinely in the parish bulletin (at least twice monthly)? Can the parish provide documentation for verification of this requirement by parish bulletins?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the parish promoted or advertised education sessions for parents, and other adults on safe environments (<i>Protecting God's Children for Adults</i>)? Can the parish provide documentation (such as letters, bulletin or pulpit announcements, flyers, etc.) for verification of this requirement?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have all church personnel who have regular contact with children participated in the <i>Protecting God's Children</i> training program? How has this been verified?	<input type="checkbox"/>	<input type="checkbox"/>
7. Has the <i>Child Protective Services Law</i> (CPSL) posters showing the Childline toll free number (1-800-932-0313) for reporting suspected child abuse been posted at each entrance of the church and school as well as other appropriate places in the parish so that they are clearly visible to staff and to others who enter the premise?	<input type="checkbox"/>	<input type="checkbox"/>
8. Has a written protocol been developed and published for reporting suspected cases of child abuse for the parish and the parish school (if applicable) and kept in the parish files?	<input type="checkbox"/>	<input type="checkbox"/>
9. Has the parish/school mandated reporters (paid/volunteer) of suspected child abuse been in-serviced regarding the requirements for reporting and with the written parish protocol? Is documentation available verifying the in-servicing?	<input type="checkbox"/>	<input type="checkbox"/>

<p>10. Are the signed Acknowledgement pages for the <i>Code of Pastoral Conduct</i> been kept on file for all Church personnel (paid and volunteer) and readily available for review?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>11. Are the State Police Clearances for all church personnel who have regular contact with children kept in the parish files and readily available for review?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>12. Are the DPW Child Abuse History clearances for all church personnel who have regular contact with children kept in the parish files and readily available for review?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>13. Are the following documents (contained in the letter dated May 29, 2007 from Bishop Bradley) in the parish files?</p> <ul style="list-style-type: none"> • Checklist for tracking compliance with the Safe Environment Policy in the Diocesan-wide Database. • Letter to applicants on the centralized database (those required to complete an application). • Instruction card to applicants on the Centralized Database – <i>Ten Easy Steps to Create Your Electronic File</i>. • A hard copy of the Diocese of Pittsburgh Application for Employees and Volunteers. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>14. Is a copy of the signed yearly Pastor’s Verification Form on file in the parish and readily available for review?</p>	<input type="checkbox"/>	<input type="checkbox"/>

Part 2 – Database Compliance

	YES	NO
1. Has a Parish Site Administrator (PSA) been appointed by the pastor?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is a copy of the signed and dated PSA Information Sheet on file in the Office for the Protection of Children and Young People and available for review at the parish?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has a copy of the Diocese of Pittsburgh Safe Environment Policy been given to the staff of the parish (i.e. school principal, catechetical administrator, youth minister, parish site administrator)? Is a copy available in the parish office for review?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is a copy of the Parish Site Administrator Job Description on file in the parish office and available for review?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the parish database up to date with completed database applications, dates entered into workshop files for the DPW Child Abuse History clearance, State Police Criminal Record Check clearance, signed and dated acknowledgement page of the Code of Pastoral Conduct and fulfillment of Protecting God’s Children training?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are paper copies available for dates entered into the database file for the DPW Child History clearance?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the Declaration Page for applications entered into the database by someone other than the applicant been kept on file in the parish or school and readily available for review?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have database applicants with records found who have been issued “ <i>restricted status</i> ” by the Examination Board, been informed in writing and is a copy of the signed restriction letter on file in the parish/school?	<input type="checkbox"/>	<input type="checkbox"/>
9. Has the date for completion of the training provided by the Pennsylvania Family Support Alliance on the Pennsylvania Child Protective Services Law, for particular personnel, been recorded in the database?	<input type="checkbox"/>	<input type="checkbox"/>
10. Has the FBI Fingerprint Background Check, as outlined in the Safe Environment Policy, been recorded in the database and a hard copy of the clearance kept in the files of the parish or school?	<input type="checkbox"/>	<input type="checkbox"/>