

**Parish/School**

**Safe Environment**

**Survey**

**Section 1: General Information**

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| Location date and time of meeting.  Names/titles of those present. |
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| 1. Which programs or activities in the parish involve regular contact with minors? |
| Religious Education  CYO –  Youth Group -.  Altar servers –  Choir –  Vacation Bible Study –  Girl Scouts/Cub Scouts – |

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| 2. Who are the administrators of these programs (e.g., principal, DRE sports director, youth leader)? |
| Religious Education –  CYO –  Youth Group –  Altar Servers –  Choir –  Vacation Bible School –  Cub Scouts -  Girl Scouts – |

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| 3. Who is the Safe Environment Coordinator.  What is his/her email address? |
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| 4. Is the staff trained to report an allegation of sexual abuse of a minor? How? *Examples might be signs in staff rooms, distribution of reporting procedures, inclusion in employee handbook.*  Is the staff aware of the information available on the safe environment web site? |
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| 5. Does the staff know that they are deemed mandatory reporters and must call the New York State Hotline (and 911 if a child is in imminent danger) and the Safe Environment Office to report any allegation of sexual abuse or maltreatment of a child?” |
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| 6. Do all volunteers and employees fill out and sign the Safe Environment Questionnaire?  Are the Code of Conduct and Sexual Misconduct Policy given to all those who have regular contact with minors? |
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| 7. Does the Safe Environment Coordinator ensure that background checks are conducted on all those who have regular contact with minors, before they start their work or volunteer service? |
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| 8. Does the Safe Environment Coordinator ensure that safe environment training has been completed by all who have regular contact with minors, within 45 days of starting work? |
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| 9. Do the parish, school and religious education and other programs provide their staff with the annual Child Protection Briefing, and certify on their roster that they have done so?  *This briefing document is provided to schools and religious education programs with their Fall roster, and to parishes with their Winter roster* |
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| 10. Are the rosters provided by the Safe Environment Office reviewed and corrected by the Safe Environment Coordinator(s), and returned to the Safe Environment Office? |
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| 11. Are files kept for the Safe Environment documents for each individual working with children?  *The files for the parish, school, religious education or other program should include: the most recent roster of personnel, and copies of Safer Spaces sign-in sheets. Files for each individual should be kept in a secure location and should include: the signed Safe Environment Questionnaire (or Addendum), a copy of the Background Check Authorization Form and proof of training.* |
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**Section 2: Children’s Lessons**

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| 1. Are the school and/or religious education program providing safe environment lessons to every child in every grade level, every year? |
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| 1. Is the program using the new revised children's curriculum materials? *These are available on the Safe Environment website.* |
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| 1. Does the school and/or religious education program provide safe environment training materials to parents (e.g., in the parent/student handbook)? See the Parent Fact Sheet on the Safe Environment website   How does the school document the distribution of the Parent Fact Sheet? |
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**Section 3: Outside Programs and Shared Facilities**

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| 1. Are there any facilities that are being shared with an outside organization or program (e.g., community group meetings, public school classes, etc.) at the same time as parish or school programs involving children? |
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| 1. Are there any shared locations where the participants in the outside program and our children would come into contact (e.g., bathrooms, hallways, cafeterias)? |
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| 1. How is access to the areas where our children are present monitored or controlled? |
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| 1. Are there locked doors separating the outside program and the areas where our children are present? |
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| 1. Does the outside program use the same exit as our children? |
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| 1. How are exit areas monitored to ensure that our children are not intermingled with the participants in the outside program? |
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**Section 4: Electronic Communications**

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| 1. Are all staff aware of the policies relating to electronic communication and computer use (no private communications, no use of private email or phone, no "friending" on social media, no indecent materials, etc.)? |
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**Section 5: Physical Plant Security**

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| 1. Is there a safety plan (i.e., a general survey of safety issues in the facility, distinct from the “crisis management plan”)? When was it last reviewed or revised? | |
| |  | | --- | | 2.Which staff members have keys to areas used by minors? | |  |  |  | | --- | | 1. Is access to the building controlled while children are in the building? How? By whom? | |  |  |  | | --- | | 1. Are there any security cameras? Who monitors them? Are recordings preserved? | |  |  |  | | --- | | 1. Are there any hidden areas in the building? | |  |  |  | | --- | | 1. Is there adequate lighting in outdoor areas where minors are entering and exiting? | |  |  |  | | --- | | 1. Are emergency lights or exit lights functional? | |  |  |  | | --- | | 3.Are all entrances/exits locked or otherwise secured while children are in the building? | |  |  |  | | --- | | 1. Are there any safety concerns in vehicular traffic drop-off and pick-up zones? | |  | |