The Diocese of Birmingham

Youth Protection Audit of Adults – Parish Procedures

Please read carefully – There have been changes – Deadline: May 31st, 2019

This is the annual audit of our compliance with child and youth protection rules. This part of the audit is limited to parish adult volunteers and employees. A separate audit instrument is sent to collect information for children and youth in parish religious education and one to each Catholic school to collect information regarding school adult personnel and Catholic school students.

1. Contact the Youth Office if you would like a copy of your parish from last year
2. A spreadsheet template is available on the "Youth Protection Audit" page of our website: www.CatholicYouthBhm.net
3. Paper printouts are okay, but spreadsheet files are preferred.
4. Change the title of the file to your parish name AND city.
5. The categories of personnel (Do not alter category titles nor create new ones):
    a. Employees – Anyone who is paid through the diocesan payroll system.
    b. Volunteers – Anyone who is not paid through the diocesan payroll system.
6. List background check dates for volunteers only. (background checks for employees are maintained by the diocesan Human Resources Department and need not be reported on the parish audit.)
7. Training dates – This means the date training was complete – NOT expiration date
    a. Please note that not everyone needs Youth Protection 2. Consult the diocesan Code of Conduct if you need a refresher on who is required to have Youth Protection 2.
8. Important Considerations
    a. When reviewing reports, the auditors always compare the current report with last year. They will flag any parish when there seems to be a large discrepancy from one year to the next. We will be asked to provide a reason – you can help by giving a reason in advance – Do this on a separate sheet of paper.
    b. Anyone who is not up to date on Youth Protection 1 or background check will be flagged and we will need to indicate on what date the person will be up to date. The audit expects that everyone who has contact with minors will have Youth Protection 1 and a background check. We know there are frequently "gaps" in parish reports. It is okay to have someone not up to date. However, it is expected everyone will all be up to date within a reasonable time after the audit. In other words, please turn in your audit even if it is not perfect.

Find supporting Documents and Spreadsheet Templates at www.CatholicYouthBhm.net

Send your report to:

Do Not Fax

The Office for Youth
Diocese of Birmingham
PO Box 12047
Birmingham AL 35202
Or **YouthMinistry@BhmDiocese.org**