

The Diocese of Birmingham

Safe Environment Audit of Adults Procedure - Parishes

Please read carefully – There have been changes – Deadline: July 17, 2018

This is the annual audit of our compliance with child and youth protection rules. This part of the audit is limited to adults. The Diocese does collect information on compliance with children and youth protection training. However, that information is collected by the diocesan Religious Education Department. Let us know if you would like a copy of your report from last year.

1. The spreadsheet template is available on the “Youth Protection Audit” page of our website:
www.CatholicYouthBhm.net
2. Paper printouts are okay, but spreadsheet files are preferred.
3. Change the title of the file to your parish name AND city.
4. 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.
5. List background check dates for volunteers only.
6. Training dates – This means the date training was complete – NOT expiration date
 - a. “Youth Protection 1” means (one of the following):
 - i. Attendance at a live “Youth Protection 1” workshop,
 - ii. “Shield the Vulnerable” on-line training or
 - iii. Safe and Sacred’s on-line course, “Recognizing Child Abuse.”
7. FYI
 - 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.
 - 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. No exceptions are permitted.

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

Send your report to:

Do Not Fax

The Office for Youth
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PO Box 12047
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Or YouthMinistry@BhmDiocese.org