

## OFFICE OF CHILD AND YOUTH PROTECTION SUPPORT VISIT CHECKLIST

The Diocese of Tulsa and Eastern Oklahoma remains committed to the declaration of the United States Conference of Catholic Bishops (“USCCB”) promulgated in the *Promise to Protect Pledge to Heal*:

LET THERE BE NO DOUBT or confusion on anyone’s part: For us, your bishops, our obligation to protect children and young people and to prevent sexual abuse flows from the mission and example given to us by Jesus Christ himself, in whose name we serve. (USCCB)

The Office of Child & Youth Protection for the Church in Eastern Oklahoma is here to support our local communities providing a safe environment for our children, youth, and vulnerable adults as articulated in diocesan policy and the USCCB *Charter for the Protection of Children and Youth People*.

### Policy

- Diocesan *Policies and Procedures for the Protection of Children & Young People* (“Policies”) is published where people can find it (Ref.I.2.1)
- Diocesan *Quick-Reference Guide: Reporting Procedures for Sexual Abuse of a Minor or Vulnerable Adult* is displayed prominently in public places where people gather (Ref.I.2.2)
- Drivers on behalf of the Diocese have completed an *Employee & Covered Volunteer Driver Application* and adhere to the *Employee & Covered Employee Transportation Policy* (Ref. II.7.1)

### Independent Contractors

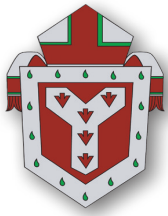
- Independent Contractors who have access to children have completed all Child & Youth Protection Requirements in accordance with *Facilities Use Agreement for Independent Contractors Who Work With Minors* (Ref. II.2.1.A)

### Required Documents (Ref. II.6.1)

- All Employees and Covered Volunteers have acknowledged reading the *Policies*
- All Employees and Covered Volunteers have acknowledged reading *Code of Ethics Agreement*
- All Employees and Covered Volunteers have completed the *Background Questionnaire*

### Background Screening

- All Employees and Covered Volunteers have completed a background screening (Ref. II.3.2.A-B)
- All 5+ year Employees and Covered Volunteers have renewed their background screening. (Ref. II.6.2)
- Active Candidates with affirmative responses on the Background Questionnaire and/or who have a criminal record have been reviewed and approved by the Vicar General or the Chancellor. (Ref. II.4.5, 5.2)
- Candidates transferring from one entity to another have their VIRTUS account updated with the most current location affiliation. (Ref. II.6.5)



**Abuse Prevention Education for Adults**

- All Employees and Covered Volunteers have completed VIRTUS—Protecting God’s Children (Ref. II. 3.6, 8.3)
- All 5+ year Employees and Covered Volunteers have renewed their VIRTUS Education and Training. (Ref. II.6.3, 8.3)

**Abuse Prevention Education for Children**

- All children and youth have undergone abuse prevention education (Ref. II.8.4)
- Opt-out Letters are obtained and retained for each child whose parents refuse abuse prevention education (Ref. Safe Environment Audit: Annual Duties & Procedures II.2.2.F)
- Abuse prevention training material is sent home to parents who opt-out their children from the education. Record of such is documented on the opt-out letter and a copy is retained for audit. (Ref. Safe Environment Audit: Annual Duties & Procedures II.2.2.H)
- Documentation of training is recorded in VIRTUS (Ref. II.8.5)

**Recordkeeping Requirement**

- Master List in VIRTUS is maintained and updated regularly (Ref. II.10.3-4)
  - o Weekly for new users
  - o Monthly for active/inactive status
  - o Annually for official audit
- Approved Diocesan forms are being used.

**USCCB Audit** (Ref. Safe Environment Audit: Annual Duties & Procedures pages 21-23)

- Data to complete the annual audit document is supplied to the OCYP in a timely manner.
- Documentation in support of the data is retained in a secure place for future reference.

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Date	Parish/ School	Local Administrator Signature
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Director of Child & Youth Protection

Revised 07-17-2018