

**Section 1 – Preliminary information – To be completed by the pastor, pastoral administrator, principal or director**

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Parish, school, or office submitting this report:

Address:

Pastor/Principal/Director:

E-mail address:

Phone number:

Alternate phone number:

Contact person who will answer questions that arise about this report:

E-mail address:

Phone number:

Alternate phone number:

Local safe environment coordinator (if different than the contact person):

E-mail address:

Phone number:

Alternate phone number

1.1 Does your parish have any programs or ministries that involve minors? Examples of programs for minors include but are not limited to: servers, youth group, children's choir, religious education, dance groups, Squires, clubs, sports (whether or not through the Diocesan

Recreation Association) all levels of Scouting, use of parish/school facilities by parishioners or outside groups for programs involving minors, etc.

Yes                      No

- If yes, please complete Sections 2 through 6 of this report, then sign and return it to the Chancery Office.
- If no, please complete Sections 3, 5, and 6 of this report, then sign and return it to the Chancery Office.

## Section 2 – Participation & enrollment

**Below list the name of each program, the number of minors enrolled/participating, and the name of the program supervisor. \*Additional space located on last page for adding programs.**

Program	Number enrolled	Supervisor
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## Section 3 – Code of Conduct

**Basis for this requirement:** Charter and Norms for the Protection of Children and Young People – Article 12. The Charter and Norms are particular law for the Catholic Church in the United States. In the Diocese of Columbus, the requirement for establishing and communicating a code of conduct is documented in the following policies: *Decree Establishing Policies Dealing With Allegations of Sexual Abuse of Minors by Priests, Deacons, or Other Church Personnel* (May 15, 2003); *Protocol #02-16 - Reference & Background Check Policy* (October 1, 2016); *Policies and Guidelines for Parish Youth Ministry Programs*: 200.40, 200.41, 200.42, 200.43, and 400.13. *Policies for Parish Religious Education/Catechetical Programs*: 2213.0, 2430.05, 4116.14, 4116.15, and 5140.05; and *Catholic School Policy Manual*: 1500.0, 2211.215, 4116.1, 4116.2, 4116.15, 4116.16, 5140.05 5144.1, and 6140.3.

3.1 Is a code of conduct establishing standards of ministerial behavior and appropriate boundaries for adults communicated to all employees and volunteers who have contact with minors (younger than 18 or still in high school)?

YES                      NO

3.2 If no, please explain how this will be corrected:

3.3. Do these codes of conduct specifically address conduct relating to sexual abuse of a minor?

Yes ☐ No ☐

3.4 If no, please explain how this will be corrected:

3.5 How and where is the existence of your code of conduct documented?

3.6 Is this code of conduct published for the benefit of the entire community?

Yes ☐ No ☐

3.7 If no, please explain how this will be corrected:

3.8 Please provide a copy of your code of conduct for adult employees and volunteers.

#### Section 4 – Volunteers working with Minors

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**Volunteers to be included in this report are:**

**1. All Catholic school volunteers, regardless of whether or not they have contact with minors;**

**2. All volunteers in any programs or ministries to, for, and with minors, including but not limited to religious education, youth group, children's choir, altar servers, youth athletics – including all volunteer coaches and assistant coaches, Scouting, Squires, etc.**

- This Section requires completion of Forms A and C.
- In addition to the above, all volunteer drivers are required to be in compliance with diocesan policy regarding automobile insurance.

**Basis for this requirement:** Charter and Norms for the Protection of Children and Young People – Article 12; Charter for the Protection of Children and Young People – Article 10 & 13; and Diocese of Columbus Policies and Guidelines for Parish Youth Ministry Programs 200.10; Policies for Parish Religious Education/Catechetical Programs 4110.0; Catholic School Policy Manual 4110.1; Diocese of Columbus Clergy Protocol # 03-06 – Policy Regarding Civilian Criminal Background Checks and Child Protection Training for Employees and Volunteers in the Diocese of Columbus; Protocol #02-16 - Reference & Background Check Policy (October 1, 2016).



4.1 How many volunteers work with minors in the name of the parish, school, or diocesan office during this reporting period? **Provide an exact number and not an estimate. The number provided must also match the number of people listed on Form A.**

4.2 All adult volunteers working with minors must successfully complete a criminal background investigation and *Protecting God's Children* training. The list provided on Form A will be verified by comparing it to the information in the VIRTUS database maintained by the Safe Environment Program (SEP) Office. If individuals' compliance status cannot be verified by the SEP, the reporting location will be notified. The reporting location must contact those individuals immediately, obtain the necessary documentation, and submit it to the SEP.

4.3 Identify the name(s) and position(s) of the person(s) responsible for maintaining these records.

## **Section 5 – Employees**

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**All employees, even those who have no contact with minors, must successfully complete a criminal background check and attend Protecting God's Children training in accordance with diocesan Protocol 03-06 (June 2006). Be sure to include paid coaches and assistant coaches.**

- This Section requires completion of Form B, Form C and Form D.
- In addition to the above, all employee drivers are required to be in compliance with diocesan policy regarding automobile insurance.

**Basis for this requirement:** Charter and Norms for the Protection of Children and Young People – Article 12; Charter for the Protection of Children and Young People – Article 10 & 13; and *Diocese of Columbus Policies and Guidelines for Parish Youth Ministry Programs* 200.10; *Policies for Parish Religious Education/Catechetical Programs* 4110.0; *Catholic School Policy Manual* 4110.1 and 6121.0; *Diocese of Columbus Clergy Protocol # 03-06 – Policy Regarding Civilian Criminal Background Checks and Child Protection Training for Employees and Volunteers in the Diocese of Columbus, Protocol #02-16 - Reference & Background Check Policy* (October 1, 2016).

5.1 How many persons are employed by the parish/school or diocesan office during this reporting period? **Provide an exact number and not an estimate. The number provided must also match the number of people listed on Forms B, C, and D.**

5.2 All parish/school and office adult employees must successfully complete a criminal background investigation and *Protecting God's Children* training. The list provided on Forms B, C, and D will be verified by comparing it to the information in the VIRTUS database maintained by the Safe Environment Program (SEP) Office. If individuals' compliance status cannot be verified by the SEP, the reporting location will be notified. The reporting location must contact those individuals immediately, obtain the necessary documentation, and submit it to the SEP.

5.3 Identify the name(s) and position(s) of the person(s) responsible for maintaining such records.

### **Section 6 – Pastor/Administrator/Principal/Director's Signature**

I hereby give my assurance that I understand the requirements of the Charter and Norms for the Protection of Children and Young People and that my parish and/or school complies to the best of its ability with the Charter and Norms in all of its ministries that involve or may involve minors.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Final Checklist – Review carefully before submitting this report.**

**Before returning this form, did you:**

- ✓ **Complete each required section of this report?**
- ✓ **Complete forms A, B, C D, and E?**
- ✓ **Include contact information requested in Section 1?**
- ✓ **Include all information for this reporting period?**
- ✓ **Include information, including the number of participants, about non-catechetical ministries such as altar servers, children's choirs, vacation bible schools, clubs, fraternal orders for youth, and so forth?**
- ✓ **Designate one contact person to answer any questions the person reviewing the audit may have?**
- ✓ **Sign on the line above?**

**If anything is incomplete, the report will be returned for completion.**

**Once all this is done, please send the report to:**

**Regina E. Quinn  
Director, Safe Environment Office  
Diocese of Columbus  
197 E. Gay St.  
Columbus, OH 43215**

## **Additional Section 2 Programs for Minors**

## **Section 2 – Participation & enrollment**

**Below list the name of each program, the number of minors enrolled/participating, and the name of the program supervisor.**

[illegible]