

CSS SCHOOL AUDIT

Audit Year: _____

School: _____

Location: _____

Auditor: _____

Date: _____

School Representative: _____

Role: Prin. Other _____

School Representative: _____

Role: Adm. Other _____

1. Did your designated agent change recently? Yes No If yes, was the OCP notified? Yes No

Was the new agent trained by the OCP? Yes No Date: _____

2. Are you aware of the *Charter*? Yes No

3. Do you have a copy of the *Charter*? Yes No

4. Please describe how your school has publicized the existence of the *Charter*. (Bulletin points and Code of Conduct posters)

5. Do you have a Code of Conduct poster hung in a visible location? Yes No

6. Please describe how your school implements and tracks the background evaluations required under the *Charter*. (CORI forms)

7. Please describe how your school implements and tracks the safe environment training for adults and children required under the *Charter*. (Lures Curriculum for students; video and discussion for adults)

8. Do you have Safe Environment materials? (See list) Yes No

9. What challenges do you face when implementing Safe Environments?

10. Do you have a list of volunteers/employees that have been CORId and trained? Yes
 No **Are all of the CORIs current?** (Employees once every three years; volunteers once every year) Yes No **If no, what is your plan to ensure that they are current? What is the anticipated date of full compliance?** (Auditor must review staff/volunteer list to confirm compliance and to note the names of any who need follow-up)

11. Are there adults who work with children who are not on the list of those who are trained and have passed the CORI? Yes No **If yes, why not and how will you ensure their compliance?**

12. What about groups that use your school (e.g. Boy Scouts, CYO, vacation camps, etc.)—do you have a roster for them? Yes No **Have you asked them to attend training and submit a CORI form?** Yes No

13. Do you keep the OCP informed of current lists of staff and volunteers? Yes No **If no, why not and what will you do to correct this?**

14. Are you aware of the Diocesan policy regarding sexual abuse of minors? (Green Book)
 Yes No

15. When and to whom do you report abuse?

16. Have you had any problems making reports? Yes No N/A (none made yet)

17. How do you store confidential information?

18. Do you know how to reach the OCP? Yes No

19. Do you need any materials from the OCP? Yes No **If yes, please list.**

20. What suggestions do you have for our office?

OCP Office use only:

Is follow-up required? No Yes _____

Auditor signature/title

Date

Date audit problems corrected and confirmed

Auditor signature