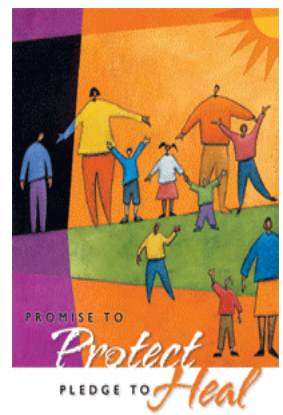


**Diocese of Syracuse**  
**Safe Environment Checklist**  
 Parish Records Review



**PARISH:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**Site Coordinator / Contact Person:** \_\_\_\_\_

**Please explain all “no” answers. Please review all footnotes! Attach additional pages for explanations where necessary.**

<b>Building Interior</b>	<b>Yes</b>	<b>No</b>	<b>Evidence/Explanation</b>
Hallways and rooms have adequate lighting			
All rooms not in use are locked			
All areas not in use are locked/marked “off limits” and monitored			
Emergency exits free of obstacles			
Classroom and meeting room doors have clear glass/windows so activities in room can be observed. <sup>1</sup>			
Restroom use by children is supervised <sup>2</sup>			
Children are not allowed to leave supervised areas <sup>3</sup>			
<b>Visitors</b>	<b>Yes</b>	<b>No</b>	<b>Evidence/Explanation</b>
There is a visitor sign-in policy for all visitors that includes vendors, contractors and family members. <sup>4</sup>			
<b>Building Exterior</b>	<b>Yes</b>	<b>No</b>	<b>Evidence/Explanation</b>
All playground activities are supervised by VIRTUS certified adults.			
Children are not allowed to venture away from unsupervised play area.			
Outside play areas or meeting areas are in full view without obstructions. <sup>5</sup>			
During outside play, the supervising adults monitor the presence of adults and other children not a part of the parish activity. <sup>6</sup>			
All areas are well-lit, especially during evening activities.			

<b>Student/Child Drop-off and Pick-up</b>	<b>Yes</b>	<b>No</b>	<b>Evidence/Explanation</b>
A VIRTUS certified adult is present to monitor the student/child drop-off and pick-up process. <sup>7</sup>			
Two VIRTUS certified adults are present until the last child is picked up by his/her parent. <sup>8</sup>			
All exterior lighting in the drop-off/pick-up area remains on until the last person departs.			
<b>Computer/Telephone Use</b>	<b>Yes</b>	<b>No</b>	<b>Evidence/Explanation</b>
Children's use of on-site computers is limited and always supervised.			
All computers in parish/Diocese buildings include programming to control use and control access to unsafe, unapproved websites.			
Computer monitors are arranged so screens can be easily monitored by an adult.			
Phone use by children and youth is not permitted during a parish activity. <sup>9</sup>			
<b>Evacuation Process</b>	<b>Yes</b>	<b>No</b>	<b>Evidence/Explanation</b>
An evacuation process is in place for any building used for parish programs and meetings. <sup>10</sup>			
<b>Child &amp; Youth Transportation</b>	<b>Yes</b>	<b>No</b>	<b>Evidence/Explanation</b>
Permissions forms are secured from parents of all children being transported to and from a parish event/field trip. <sup>11</sup>			
<b>Program Monitoring</b>	<b>Yes</b>	<b>No</b>	<b>Evidence/Explanation</b>
All programs are pre-approved to monitor child and adult participation <sup>12</sup>			
Parent permission forms are secured for each child/youth participating in an overnight parish activity.			
All adults chaperoning an overnight event are VIRTUS trained and certified. <sup>13</sup>			

## **Checklist Footnotes:**

- 1) If there is no glass in the door or windows in the classrooms/meeting rooms, the door must be left open while the room is occupied. Efforts should be made to arrange the room seating so that all occupants may be visible from the doorway.**
  
- 2) Prior to allowing children access to a restroom, the restroom will be inspected by an adult supervisor. A responsible adult must be present just outside the restroom during any restroom breaks.**
  
- 3) At least two VIRTUS certified adults should always be present at any event. (Refer to Child & Youth Protection Policy for exact wording). For school classroom or religious education classes, a “roving” supervisor or assistant should be available if a second adult cannot be assigned to each classroom.**
  
- 4) All visitors to our buildings must be identified, sign in at the office, and be accompanied by an adult if they need access to the building.**
  
- 5) Areas that could be hidden (by a building wall, landscape wall or fence, trees and bushes, vehicles) will be designated as “off limits” and not made a part of the play area.**
  
- 6) Adults and other children not a part of the parish activity will be identified by supervising adults and asked to leave if they have no legitimate reason to be present.**
  
- 7) No child may be dropped off and left alone for any length of time.**
  
- 8) It is recommended that every effort be made for there to be 2 VIRTUS certified adults present until the last child is picked up.**
  
- 9) In the event of an emergency, a phone number can be provided to parents (the parish phone or the cell phone number of a supervising adult at the activity).**
  
- 10) The evacuation process will include identifying the closest exits for each room, a plan for communicating the need to evacuate to all occupants; and an agreed upon, safe meeting site for everyone once outside the building. The evacuation plan will include a method for accounting for all occupants.**
  
- 11) It is recommended that every effort be made to have 2 VIRTUS certified adults (including the driver) in each vehicle. Avoid driving alone with a minor (who is not your child), except is an emergency situation exists that mandates this action. Children must not be dropped off anywhere without at least one identified adult present to accompany them from their vehicle to their final destination.**

**12) Pre-planning will allow adequate time for credentialing all adults with access to children. Monitoring will also include evaluation of physical locale of the activity, identifying and securing remote areas and controlling adult access to the children.**

**13) Adults should not share the same sleeping quarters as minors. Two or more adults must be present whenever entering the sleeping quarters of minors for supervisory purposes.**

**ADDITIONAL COMMENTS/NOTES:**

**SIGNATURES:**

**Pastor** \_\_\_\_\_

**Site Coordinator/ Contact Person:** \_\_\_\_\_

**Reviewed by: (if different from above):**  
\_\_\_\_\_

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

*Please retain in site Safe Environment records.*