

CONGREGATION/ORGANIZATION SAFE CHURCH ANNUAL AUDIT

Audit Year: _____

Audit is due to the Diocese of Southern Virginia by June 30

Name of Congregation/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Congregation/Organization's Designated Safe Church Contact:

Name: _____

Phone Number: _____ Email: _____

When completing the form check the appropriate boxes and list dates when requested. If your congregation/organization takes additional steps to ensure compliance with the Policy for the Protection of Children, Youth and Vulnerable Adults please list them in the Notes section.

POLICY ADOPTION

- Our congregation/organization **originally** adopted the Policy for the Protection of Children, Youth and Vulnerable Adults as provided by the Diocese of Southern Virginia.

Date Originally Adopted: _____

- Check this box only if your congregation/organization has made **additions** to the Policy for the Protection of Children, Youth and Vulnerable Adults. We certify that this document meets or exceeds the original Policy for the Protection of Children, Youth and Vulnerable Adults and is appropriate for our congregation/organization. A copy of the amended/adopted document is attached.

Date Additions Adopted: _____

- Our congregation/organization has completed a **yearly review** of the Policy for the Protection of Children, Youth and Vulnerable Adults for the current audit year.

Date Reviewed: _____

POLICY NOTIFICATION

- A copy of the Policy for the Protection of Children, Youth and Vulnerable Adults is posted in an area where activities take place.

Location where the policy is posted: _____

- The Policy for the Protection of Children, Youth and Vulnerable Adults is given to adults, guardians, and all paid and unpaid persons who minister to children, youth and vulnerable adults.

SCREENING OF MINISTRY LEADERS

- Our congregation/organization screens ministry leaders, in accordance with the Policy for the Protection of Children, Youth and Vulnerable Adults Screening and Training Protocols, which includes:

- A written application;
- A personal interview;
- Verification of personal references; and
- Public records check, updated at least every 5 years.

Who maintains these screening records? _____

Where are they maintained? _____

Who has access to the records? _____

TRAINING OF MINISTRY LEADERS

- Our congregation/organization trains ministry leaders, in accordance with the Policy for the Protection of Children, Youth and Vulnerable Adults Screening and Training Protocols, which includes:

- All leaders, paid or volunteer, have completed the appropriate Safe Church training for their role;
- Certification of training is renewed every 3 years;
- Ministry leaders receive and acknowledge receipt of a copy of the Policy for the Protection of Children, Youth and Vulnerable Adults.

Who maintains these training records? _____

Where are they maintained? _____

SAFE PROGRAM SPACE

- There are always two or more unrelated adults present in ministry settings and events designed for children and youth.
- All program space whose primary use is for children and youth is visually accessible.
- To the furthest extent possible, unoccupied spaces are locked when not in use.
- Alcoholic beverages are not stored in publicly accessible areas of the church buildings.
- Publicly accessible computers with internet access are password protected and children and youth use church computers only with supervision.
- Keys and electronic access to church spaces are limited to individuals who have met all requirements for screening and training.
- No one is denied the right, status, or access to an equal place in the life, worship, and governance of any program or activity because of race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, differing abilities, or socio-economic class.
- To the furthest extent possible, all spaces and settings for programs, activities, and ministry are accessible.

RESPONDING TO CONCERNS/INCIDENTS

- There is a well-understood procedure for responding to concerns and/or incidents of suspected abuse, neglect, or exploitation of children and youth and vulnerable adults, that includes:
 - Contact information for the local Child Protective Service and Adult Protective Service;
 - Contact information for the appropriate person to report/document the concern/incident to in the Congregation/Organization and Diocese;
 - Steps to take when individuals have concerns;

- Follow-up procedures.

Copies of these procedures are posted in the following locations: _____

NOTES

If your congregation/organization has additional procedures to ensure compliance with the Policy for the Protection of Children, Youth and Vulnerable Adults please list the procedures below:

Signature of Rector/Senior Warden: _____

Name of Individual Completing This Form: _____

Date Form was Completed: _____

Completed form can be submitted via mail to:

**Canon for Formation
Episcopal Diocese of Southern Virginia
11827 Canon Blvd, Suite 101
Newport News, VA 23606-3071**

or via email to: lfarlin@diosova.org.

THE COMPLETED AUDIT FORM MUST BE SUBMITTED NO LATER THAN JUNE 30 OF EACH YEAR.