



# Diocese of Houma-Thibodaux

## Site Review Form

Safe Environment on-site review and  
Required Documentation for USCCB Audit Year  
July 1, 2021 through June 30, 2022

Send a copy of this form (2-pages) and a copy of the *Circle of Grace Program Report* to the Diocesan Safe Environment office no later than May 1, 2022.

Fax, 985-850-3240 or Email, [mohmer@hdiocese.org](mailto:mohmer@hdiocese.org)

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

Location Name/City \_\_\_\_\_ ☐ Church ☐ School

Safe Environment Coordinator: \_\_\_\_\_

phone: \_\_\_\_\_ email \_\_\_\_\_

Total number of Safe Environment Training Certificates issued from your location: \_\_\_\_\_

How many times did you publish the outreach Line Information in the bulletin or other media?  
(July 1, 2021 – June 30, 2022) \_\_\_\_\_

How many Reporting Posters do you have posted? \_\_\_\_\_

Did your location sponsor additional activities/events that support Child Abuse Awareness?  
(example: guest speaker, Child Abuse Prevention month activities, prayer service) Please list all events  
and dates. (include pictures to add to the Audit binder)

Would you like to schedule an on-site visit to help with the any of the following? (check applicable)

- ☐ SEC Room
- ☐ NEW SEC Training (Review Job Description)
- ☐ Circle of Grace
- ☐ Safe Environment File/Documentation Review
- ☐ Other, \_\_\_\_\_
- ☐ No, We can meet when our on-site Review is scheduled.

Weekdays/Time available for visits: \_\_\_\_\_

<b>SEC Audit Checklist</b> <i>(keep all supporting Documentation with YOUR Safe Environment files)</i>	Church/School SEC <i>(self-reporting)</i>		Diocesan On-site Review	
	Yes	No	Yes	No
Audit Form Complete				
Circle of Grace Program Report completed by the Youth Formation Coordinator				
Documentation: Supporting volunteer References, Circle of grace, copies of church bulletins				
Documentation: copies of Bulletin/Webpage posting Outreach Information				
Safe Environment files are locked				
Safe Environment Files are complete and in order				
Reporting Posters posted in conspicuous places				
Report Abuse button on Locations webpage				
Staff understands reporting procedures				
Mandated Reporting flyer or brochure available to all volunteers and staff (website, email, printed)				
Attach a response/description for all <b>No</b> responses				

I verify that we, to the best of our ability, have acquired all documentation and implemented programs required by the USCCB and the Diocese of Houma-Thibodaux for the Safe Environment program. We hold all clergy, employees, and volunteer's accountable to the standards of our Diocesan Code of Professional Conduct.

I also confirm that we have implemented the *Circle of Grace* Program for our catechetical student's grades K – 12. This program is deemed by Bishop Fabre to be in accord with Catholic moral principles.

**Signatures:**

Location SEC: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor or School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Diocesan SEC: \_\_\_\_\_ Date: \_\_\_\_\_

*Diocesan SEC will sign when on-site Review is conducted*