

Orthodox Church in America

Annual Institution Compliance Report

To be submitted to the Ruling Hierarchy by the head of the Institution at the end of each calendar year

Head of Institution: _____

Institution: _____

Ruling Hierarchy: _____

Date: _____

This report documents the Institution's compliance with the "Policies, Standards, and Procedures of the Orthodox Church in America on Sexual Misconduct" ("PSP"), as adopted by the Holy Synod of Bishops at the Fall 2013 Meeting.

1. Has the Institution Board (e.g. Board of Trustees, etc.) documented adoption of the PSP and indicated so in the Board minutes? (An Institution is required to do this only once. It is not necessary to formally adopt the PSPs every year, however, it is advisable that a review of the PSPs occur annually at the Board meeting) [PSP 4.02b]

___ Yes ___ No Date of adoption _____

2. Are criminal history background checks being conducted and renewed ever three years on all individuals as required in the "Guidelines on Background Checks" by the Holy Synod of Bishops (Revised March 2017)?

Priests	___ Yes ___ No ___ N/A
Deacons	___ Yes ___ No ___ N/A
Minor Clergy (Subdeacons & Readers)	___ Yes ___ No ___ N/A
Paid Church Employees (e.g. Seminary employees, etc.)	___ Yes ___ No ___ N/A
Seminary Applicants	___ Yes ___ No ___ N/A
Church School Teachers	___ Yes ___ No ___ N/A
Youth Workers	___ Yes ___ No ___ N/A
Board/Choir Director/Altar Servers (adults/teens)*	___ Yes ___ No ___ N/A

a. What percentage of required individuals had a criminal history check processed? ___%

3. Has the Institution implemented the OCA screening program (as found on oca.org/about/sexualmisconduct) of new applicants (and volunteers working less than 2 years) for positions that involve primarily unsupervised activity with children and adolescents (e.g. church school teachers, camp counselors, youth advisors, mentors)? [PSP 11.03]

a. Application for youth work	___ Yes ___ No ___ N/A
b. Interview of applicant	___ Yes ___ No ___ N/A
c. Reference checks	___ Yes ___ No ___ N/A
d. Criminal history background check	___ Yes ___ No ___ N/A

*Not required to undergo full background check; but must be checked on National Sex Offender Registry.

- e. Driver history check (if applicable) ___ Yes ___ No ___ N/A
- f. Is the documentation obtained kept in a secure location? ___ Yes ___ No ___ N/A

4. Have all youth volunteers (camp counselors, youth advisors, church school teachers, etc.) and clergy (priests and deacons) received training and education on the prevention of sexual abuse of children, once every three years (i.e. Child Safety Training, or other program approved by the Ruling Bishop)? [PSP 14.01]

___ Yes ___ No ___ N/A, explain why: _____

5. Is the Institution providing general supervision of youth by following the two-adult policy? [PSP 13.01]

___ Yes ___ No ___ N/A, explain why: _____

If no, please explain what alternative the Institution employs to avoid children being left alone with one adult. If the two adult policy is not applicable, please explain why.

6. Has the Institution adopted a youth transportation policy? [PSP 13.05] ___ Yes ___ No ___ N/A

7. Have all YOUTH VOLUNTEERS and BOARD MEMBERS been given a copy of the abbreviated version of the PSPs? [PSP 14.02] ___ Yes ___ No

a. Have they certified in written form their commitment to comply with the PSP, such certification being kept in secured files? ___ Yes ___ No

If you answered “No” or “N/A” to any of the above questions, please explain why. Use the space below for any additional comments.

