

<b>Name of Parish:</b>				
<b>Name of Parish Priest/Administrator</b>				
		<b>Yes</b>	<b>No</b>	
<b>Q1</b>	<b>Diocesan Safeguarding Procedures/Leaflets:</b> Are the following Posters and Leaflets on display/available in all appropriate places?			
	• Safeguarding Children Policy Statement (2016 Poster)			
	• Child friendly Safeguarding Handout			
	• Sacristy Safeguarding Sign-in Notice			
	• Is there a copy of the Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016 available in the Parish?			
	• Are the Diocesan Safeguarding Procedures adhered to in the Parish?			
	• Do you have a requirement for the Safeguarding Policy Statement in other languages?			
Comment:				
		<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Q2</b>	<b>Volunteer/Staff Recruitment Requirements:</b> In recruiting personnel <b>working with children</b> have you ensured that they have:			
	• Completed the Application Form? - Form 1.1A(2) - <b>Paid Staff Only</b>			
	• Completed the Declaration Form? - Form 1.1A(3) - <b>Paid Staff Only</b>			
	• Completed the Volunteer Declaration Form? - Form 1.1A(6)			
	• Have references submitted been checked? - Form 1.1A(4) (Required for Paid Staff and required for Volunteers working with children who are not known to the Priest or Safeguarding Personnel, see Volunteer Declaration Form 1.1A(6))			
	• Undergone Vetting - <i>[Diocesan Policy requires re-vetting every 5 years]</i>			
	• Signed the Agreement? - Form 5.1A(1)			
	• Been familiarised with the content of the Diocesan Safeguarding Policy & Procedures?			
	• Received the appropriate safeguarding information and/or training?			
	In recruiting personnel <b>not working with children</b> have you ensured that they have:	<b>Yes</b>	<b>No</b>	
	• Completed the Volunteer Declaration Form? - Form 1.1A(6)			
	• Signed the Agreement? - Form 5.1A(1)			
	• Been familiarised with the content of the Diocesan Safeguarding Policy & Procedures?			
	• Received the appropriate safeguarding information?			
Comment:				

		Yes	No
Q3	<b>Safeguarding Structures:</b>		
	<ul style="list-style-type: none"> <li>Have all appropriate personnel signed the Confidentiality Form 1.1A(5)? (i.e. Priests/Sacristans/Safeguarding Personnel having access to data of others)</li> </ul>		
	<ul style="list-style-type: none"> <li>Is a Parish Safeguarding Committee in place in the Parish?</li> </ul>		
	<ul style="list-style-type: none"> <li>Number of safeguarding meetings held since 1st January this year? <input type="text"/></li> </ul>		
	<ul style="list-style-type: none"> <li>How many Safeguarding Representatives are currently in the Parish? [Please complete list of members on Page 5] <input type="text"/></li> </ul>		
Comment:			
		Yes	No
Q4	<b>Maintaining a Register of all groups/organisations associated with the Church:</b>		
	<ul style="list-style-type: none"> <li>Is there an up to date register (listing) of all groups/organisations associated with the Church e.g. Altar Servers; Choirs; Ministers of Holy Communion; Readers, etc.?</li> </ul>		
	<ul style="list-style-type: none"> <li>Is there an up to date register (listing) with the name of the person in charge of all groups and organisations?</li> </ul>		
	<ul style="list-style-type: none"> <li>Who is responsible for keeping and maintaining this information? (Specify name and role in Parish)</li> </ul> <p>_____</p> <p>_____</p>		
	<p><b>NB:</b> This is the responsibility of the Parish Priest unless delegated to another person such as The Parish Secretary or a Parish Safeguarding Representative. <b>One register(listing) will suffice to record the required data.</b></p>		
Comment:			
		Yes	No
Q5	<b>Parish Groups/Organisations working with children:</b>		
	<ul style="list-style-type: none"> <li>Has each group been approved to work within the Parish by the Parish Priest?</li> </ul>		
	<ul style="list-style-type: none"> <li>Has each Group completed the Attendance Register? - Form 1.4A(1)</li> </ul>		
	<ul style="list-style-type: none"> <li>Has each group been provided with the Volunteer Information Handout and the appropriate information, if requested?</li> </ul>		
	<ul style="list-style-type: none"> <li>Is each group complying with the requirement outlined in the Volunteer Information Handout</li> </ul>		
Comment:			

		Yes	No	N/A
<b>Q6</b>	<b>Children involved in Ministry:</b>			
	<ul style="list-style-type: none"> <li>Has each child and parent/guardian signed a Joint Consent? - Form 1.4A(3)</li> </ul>			
	<ul style="list-style-type: none"> <li>Has each child and parent/guardian received a copy of the Child Friendly Safeguarding Handout?</li> </ul>			
	<ul style="list-style-type: none"> <li>Has each child and parent/guardian signed a Media Consent Form (if applicable)? - Form 1.9A(1)</li> </ul>			
	<ul style="list-style-type: none"> <li>Has each child and parent/guardian been made aware of and received copies (if requested) of:-                             <ul style="list-style-type: none"> <li>a. The Codes of Conduct for children and adults</li> <li>b. Dealing with breaches of the Codes</li> <li>c. The Procedures for dealing with children with special needs, (as appropriate)?</li> <li>d. The Procedures on Anti-Bullying?</li> <li>e. The Complaints Procedure (complaints not involving allegations of abuse)?</li> <li>f. The Procedures and Guidance on the use of technology?</li> </ul> </li> </ul>			
Comment:				
		Yes	No	N/A
<b>Q7</b>	<b>Non-Church groups working with children and using Church Property:</b>			
	<ul style="list-style-type: none"> <li>Has each group completed the appropriate Application Form 1.5A(1) confirming:-                             <ul style="list-style-type: none"> <li>(a) that it has Its own Insurance indemnifying the Church</li> <li>(b) that it has its own Safeguarding Policy?</li> </ul> </li> </ul>			
	<ul style="list-style-type: none"> <li>Has the Parish Priest given permission for the use of the Church Property?</li> </ul>			
Comment:				
		Yes	No	
<b>Q8</b>	<b>Sacristy:</b>			
	<ul style="list-style-type: none"> <li>Is the Sacristy Attendance Register (sign-in/sign-out book) always completed? - See Form 1.4A(2)</li> </ul>			
	<ul style="list-style-type: none"> <li>Are visiting clergy asked for Celebret to minister?</li> </ul>			
Comment:				

		Yes	No	
<b>Q9</b>	<b>Support</b>			
	<ul style="list-style-type: none"> <li>Have the Church Personnel <b><i>involved in Safeguarding Children</i></b> been made aware of the supports available e.g. Priests of the Parish, Safeguarding Committee, Safeguarding Representatives, Cloyne Diocesan Safeguarding Children Committee, the Designated Liaison Person and the Diocesan Office.</li> </ul>			
Comment:				
		Yes	No	
<b>Q10</b>	<b>Storage of Records/Information:</b>			
	<ul style="list-style-type: none"> <li>Are all safeguarding-related information/records stored securely?</li> </ul>			
If the answer is Yes: Please state where the records are stored, <i>i.e Sacristy/ParishOffice/Parochial House, etc.</i>				
If the answer is No: Please Comment:				
		Yes	No	N/A
<b>Q11</b>	<b>Complaints/Concerns:</b> <i>Note: Allegations/suspicious of child abuse should always be referred to the Designated Liaison Person (DLP)</i>			
	<ul style="list-style-type: none"> <li>Have all complaints that are not allegations of abuse been dealt with in accordance with Sec. 1.7(A) of the Diocesan Policy and Procedures?</li> </ul>			
Comment:				

**Names of Safeguarding Representatives at Time of Audit:**

Name	Email	Contact No.

**Safeguarding Awareness with children and their parents/guardians:**

Use the table below to demonstrate (if applicable) any safeguarding awareness initiatives you have carried out with children/young people and/or their parents/guardians, e.g. Altar Server Training, etc.

Name of Group	Type of Training Delivered	Date of Delivery

**Role Specific Training:**

Please use the box below to highlight any child safeguarding information or training needs that you feel is unfulfilled and would like the Diocesan Safeguarding Committee to consider, including requests for Parish Information Sessions / Training of Organisers, Leaders and Volunteers for Diocesan Pilgrimages.

**List of Lay Apostolates and Agencies in the Parish: (e.g. Legion of Mary)**


**Names of Priests who minister in the Parish who are not incardinated in the Diocese?**

Name	Address	Contact No.

**Names of Sisters who minister in the Parish and/or on behalf of the Parish?**

Name	Address	Contact No	Religious

**Name of Deacons who minister in the Parish and/or on behalf of the Parish?**

Name	Address	Contact No	Diocese

I confirm that the information provided in this audit for the Year beginning on 1<sup>st</sup> January 2022 and ending on \_\_\_\_\_ (date of completion of audit), is correct.

Signed: \_\_\_\_\_

Role: \_\_\_\_\_

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

I nominate the following contact person to receive and disseminate safeguarding information on behalf of my parish (I.T. skills desirable) -

*(Please complete if the contact person has changed since the last Audit)*

Name \_\_\_\_\_

Email \_\_\_\_\_

Contact Number \_\_\_\_\_

(The Parish Audit 2022 will be available to download from [www.safeguardingchildrencloyne.ie](http://www.safeguardingchildrencloyne.ie))