

Youth Ministry Self Audit

Form 16



This form is to be completed annually by all Youth Ministry Groups in the diocese.

Name of Youth Group		Year of Audit	
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Person responsible for group		Tel: _____	
		Email: _____	

Names of Persons completing the Audit	1 _____	2 _____	
	3 _____	4 _____	

Developing a Culture of Safety

Is there a Safeguarding Representative in place for the group?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Has the Safeguarding Representative been introduced to all members of the Youth Group?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Please give details of the safeguarding representatives below.

Name	Email	Mobile No.

Is the Diocesan Safeguarding poster with the contact details for the Gardaí, Tusla and the Designated Liaison Person prominently displayed in the place where the youth group gathers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Is there a code of behaviour in place for adult volunteers and signed by them?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Is there a code of behaviour in place for the group members and signed by them?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Is there a signed consent for all U18s and their parents?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Is there a sign in / sign out book/register for the following:	All Members U18	Yes <input type="checkbox"/> No <input type="checkbox"/>
	All Members Over 18	Yes <input type="checkbox"/> No <input type="checkbox"/>
	All Adult leaders	Yes <input type="checkbox"/> No <input type="checkbox"/>

Is there an appropriate number of volunteers to supervise the youth group?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are all forms in use i.e. Consent, Media, Risk Assessment, Incident/Accident etc. kept up to date?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there provision for the secure storage of documentation? If so where? Please specify : _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are all facilities in use compliant with health and safety standards?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there a fully stocked first aid kit available in all facilities?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Youth Group / Youth Activities		
Has the Youth Group a Yearly Plan of activities in place? (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there a Risk Assessment completed before each activity?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have all parents of U18 members been made aware of activities in advance by Youth Leaders?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
How do Youth Leaders Contact Youth Group members? Please specify : _____ _____		
Have all Leaders been Garda vetted? If No please state why: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have all Youth Group members over 18 been Garda vetted? If No please state why: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have all Adult Leaders/Volunteers completed approved Safeguarding Children training?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have all Youth Group members U18 and their parents signed a joint consent form allowing them to be a part of the group? If No please state why: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there a social media site in the Youth Groups name?	Facebook	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Twitter	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Instagram	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Snapchat	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Website	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Other (Please Name)	

<p>If Yes to any of the above.</p> <p>Has the Youth Group guidelines in place for both Adult Leaders and Youth Group members using the social media site?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If Yes to any of the above.</p> <p>Is there a section in the code of conduct regarding appropriate use of social media and the sharing of media for both Adult Leaders and members of the Youth Group?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Please list below all Clergy/Youth Leaders/ Volunteers who have completed approved training as well as those who require new training or an update

Name	Date of Training	New (1 day) (Tick)	Update (2 hr) (Tick)

Following completion of this Self Audit are there any follow up actions required?

Please specify below:

If you have any comments or suggestions on how the Diocesan Safeguarding practices can be improved we would welcome your feedback.

Please specify below:

Signed: _____ (Group Leader)

Date: _____

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Form Received By: _____ **Date:** _____

Action to be taken, by whom? _____
