

Developing a Culture of Safety		
Are there Parish Safeguarding Representatives in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number _____
Have the Parish Safeguarding Representatives been introduced to parishioners in the last calendar year?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are the contact details of the Parish Safeguarding Representatives available in the Parish Office?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please give details of the parish safeguarding representatives below.		
Name	email	Mobile No.
Is the Diocesan Safeguarding poster with contact details for the Gardaí, Tusla and Designated Liaison Persons prominently displayed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there a copy of the Diocesan Safeguarding Policy in the Parish Office?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are safe recruitment and vetting procedures in place including the use of the following?	Clear job descriptions	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Interviews	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Application Forms	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Declaration Form	Yes <input type="checkbox"/> No <input type="checkbox"/>
	References	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Garda vetting	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are recruitment records maintained and updated?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there a code of behaviour in place for adult volunteers and signed by them?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there a signed consent / code of behaviour forms for all children involved in Church activities? Forms must be signed by both Parent / Guardian and the child or young person.	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Is there a sign in / sign out book / register for the following	Sacristy	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Choir (if children involved)	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Other activities involving children / young people	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does each parish group involving children have an appropriate number of volunteers to supervise activities?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Are all forms in use i.e. Recruitment, Consent, Incident/ Accident and kept up to date.		Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there provision for the secure storage of documentation in the Parish including registers of all activities?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Has guidance on the use of digital media / parish website been implemented?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Have all non-parish groups using parish facilities completed Form 10? (Renting Leasing Parish Hall or Facilities).		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"/>
Responding to Concerns		
Have staff / volunteers been made aware of the procedures for reporting allegations or disclosures of abuse?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Have all staff and volunteers signed their agreement to observe these procedures?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Have any reports / concerns/ complaints been communicated to the Parish Priest / Parish Safeguarding Representatives or Parish Council over the last year?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the disciplinary procedure been invoked over the last year?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Implementing Diocesan Safeguarding Policy		
Do Parish Safeguarding Representatives provide support to volunteers and check that all safeguarding procedures are complied with?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there structured regular contact between the Parish Safeguarding Representatives the Parish priest and the Parish Pastoral Council?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Is Safeguarding an agenda item at Pastoral Council meetings?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Have information sessions on all aspects of Safeguarding Policy and Procedures been attended by relevant staff and volunteers?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Have all staff and volunteers who hold positions of trust in relation to children and vulnerable adults within the Parish been Garda vetted?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Have visiting clergy provided evidence that they are in good standing?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the celebret poster displayed in the Church sacristy?		Yes <input type="checkbox"/> No <input type="checkbox"/>

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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:

_____ Parish Priest
_____ Safeguarding Representative
_____ Safeguarding Representative
_____ Chair of Pastoral Council

Date:

OFFICE USE ONLY – DIOCESAN SAFEGUARDING COMMITTEE

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

Action to be taken, by whom?
