

DIOCESE OF KILLALOE



SAFEGUARDING CHILDREN PARISH AUDIT 2019

Thank you for completing this audit, and for the work that you have done and continue to do to ensure the highest standards in best practice in child safeguarding.

Please feel free to contact Cleo Yates, Director of Safeguarding if you have any questions or require assistance with the audit.

The audit should be completed by the local safeguarding representatives, alongside the local parish priest. **Prior to completing the Audit, the Parish Priest will need to confirm that the safeguarding reps are willing to continue in their role.**

In areas where there are large numbers of Church-affiliated groups involving children, it may be necessary to ask group leaders to complete relevant parts of the audit, and for the local safeguarding representatives to then collate the responses into this audit.

It should be completed by:

Friday 1st November 2019 and returned to:

Cleo Yates. Director of Safeguarding & DLP

Killaloe Diocesan Office

Westbourne

Ennis

Co. Clare

v95w63h

Or via Email to c.yates@killaloediocses.ie

Local details

Name of parish_____

Name of parish priest_____

		Yes	No	
Q1	Diocesan Safeguarding Procedures/Leaflets: Are the following Posters and Leaflets on display/available in all appropriate places?			
	• Is there a Safeguarding Children Policy Statement (2016 Poster/ framed) displayed at all entrances to the church?			
	• Are the Concise Safeguarding Policy Leaflets available to parishioners			
	• Is there a Child friendly Safeguarding Poster (framed) displayed at all entrances to the church at children's eye level?			
	• Are Child friendly leaflets available for children?			
	• Is there a Sacristy Celebret Notice on display in the Sacristy?			
	• Is there a copy of the Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016 available in the Parish?			
	• Do you have a requirement for the Safeguarding Policy Statement in other languages?			
Comment:				
		Yes	No	N/A
Q2	Volunteer/Staff Recruitment Requirements: In recruiting personnel working with children have you ensured that they have:			
	• Completed the Declaration / Application Form - Form 8			
	• Have references submitted been checked? - (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 8)			
	• Sign Safeguarding policy agreement and code of behaviour for adults?- Form 7			
	• Undergone Garda Vetting? (every 5 years)			
	• Been familiarised with the content of the Diocesan Safeguarding Policy & Procedures?			
	• Received the appropriate safeguarding information and/or training?			
	In recruiting personnel not working with children have you ensured that they have:	Yes	No	
	• Been familiarised with the content of the Diocesan Safeguarding Policy & Procedures?			
	• Received the appropriate safeguarding information?			
Comment:				
		Yes	No	
Q3	Safeguarding Structures:			
	• Have all appropriate personnel signed the Confidentiality Form 6? (i.e. Priests/Sacristans/Safeguarding Personnel having access to data of others)			
	• Number of safeguarding meetings held between Parish Priest and safeguarding reps since 1st January this year?		<input type="text"/>	

	<ul style="list-style-type: none"> How many Safeguarding Representatives are in the Parish? 																			
	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Name</th> <th style="width: 33%;">Email</th> <th style="width: 33%;">Contact No.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	Email	Contact No.																
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Comment:

		Yes	No
Q4	Maintaining a Register of all groups/organisations associated with the Church:		
	<ul style="list-style-type: none"> Is there an up to date list for Altar Servers? (must be updated in September every year) 		
	<ul style="list-style-type: none"> Is there an up to date register (listing) of all groups/organisations associated with the Church e.g. Choirs; Ministers of Holy Communion; Readers, etc.? 		
	<ul style="list-style-type: none"> Is there an up to date register (listing) with the name of the person in charge of all groups and organisations? 		
	<ul style="list-style-type: none"> Who is responsible for keeping and maintaining this information? (Specify name and role in Parish) <p>_____</p> <p>_____</p>		
	<p>NB: This is the responsibility of the Parish Priest unless delegated to another person such as a Parish Safeguarding Representative. <i>One register(listing) will suffice to record the required data.</i></p>		

Comment:

		Yes	No
Q5	Parish Groups/Organisations working with children:		
	<ul style="list-style-type: none"> Has each group been approved to work within the Parish by the Parish Priest? 		
	<ul style="list-style-type: none"> Has each Group an Attendance Register? 		
	<ul style="list-style-type: none"> Has each group been provided with the correct consent forms, leaflets etc for the children / parents attending? 		
	<ul style="list-style-type: none"> Is each group complying with the safeguarding requirements, such as ratio levels, vetting etc. 		

Comment:

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		Yes	No	
Q6	Children involved in Ministry:			
	<ul style="list-style-type: none"> Has each Altar Server signed the Altar Server Application/ Consent Form 4 			
	<ul style="list-style-type: none"> Has each child and parent/guardian in any other activity signed a Joint Consent? - Form 2 			
	<ul style="list-style-type: none"> Has each child and parent/guardian received a copy of the Child Friendly Safeguarding leaflets? 			
	<ul style="list-style-type: none"> Has each child and parent/guardian been made aware of and received copies (if requested) of:- <ul style="list-style-type: none"> a. The Codes of Conduct for children and adults b. Dealing with breaches of the Codes c. The Procedures for dealing with children with special needs, (as appropriate)? d. The Complaints Procedure (complaints not involving allegations of abuse)? 			
Comment:				
		Yes	No	N/A
Q7	Non-Church groups working with children and using Church Property: *Please note that for any non-church group working with children they must have both below to be able to use / rent Church property.			
	<ul style="list-style-type: none"> Has each group completed Renting / Leasing Parish Hall or Facilities completed Form 10 			
	<ul style="list-style-type: none"> Has the Parish Priest given and or permission for the use of the Church Property? 			
Comment:				
		Yes	No	
Q8	Sacristy:			
	<ul style="list-style-type: none"> Is the Sacristy Attendance Register (sign in/out book) always completed? If there are no servers is it recorded? 			
	<ul style="list-style-type: none"> Are visiting clergy asked for Celebret to minister? 			
Comment:				

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		Yes	No	
Q9	Support			
	<ul style="list-style-type: none"> Have the Church Personnel <i>involved in Safeguarding Children</i> been made aware of the supports available e.g. Priests of the Parish, Safeguarding Committee, Safeguarding Representatives, the Designated Liaison Person and the Diocesan Office. 			
Comment:				
		Yes	No	
Q10	Storage of Records/Information:			
	<ul style="list-style-type: none"> Are all safeguarding-related information/records stored securely in locked filing cabinet in the Parish Office , Sacristy or Parochial House? 			
If the answer is Yes: Please state where the records are stored:				
If the answer is No: Please Comment:				
		Yes	No	N/A
Q11	Complaints/Concerns: <i>Note: Allegations/suspicious of child abuse should always be referred to the Designated Liaison Person (DLP) Ms Cleo Yates</i>			
	<ul style="list-style-type: none"> 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? 			
Comment:				

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

I confirm that the information provided in this audit for the Year beginning on 1st January 2019 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)

Name: _____

Email: _____

Contact Number: _____

(The Parish Audit 2019 will be available to download from www.killaloediocese.ie/safeguainq)