

Diocese of Ossory - Parish Safeguarding Audit Nov/Dec 2019

The Audit comprised of 42 questions based on the Safeguarding Standards under the following headings:

1. General Questions re visibility of policy and contact details etc
2. Safeguarding Awareness / information
3. Confidentiality / Secure filing system
4. Working with young people < 18
5. Use of Church property
6. Recruitment
7. Policy awareness /Garda Vetting current
8. Training

Audit Results

		Question	YES	No	N/A	No Reply	Total Replies
General Questions6.	1	Policy Displayed & Contact details displayed?	42	0	0	0	42
	3	Names of PSR's displayed?	42	0	0	0	42
	4	Celebret sign in Sacristy?	42	0	0	0	42
	5	Sacristy Register?	41	1	0	0	42
	6	First Aid Box?	40	2	0	0	42
	7	Parish Web compliant?	19	0	23	0	42
Spreading SG Message	8	Reps introduced to Parishioners?	42	0	0	0	42
	9	Reps working with volunteers?	40	2	0	0	42
	10	Regular contact with Reps and PP?	39	3	0	0	42
	11	SG info in newsletter?	40	1	1	0	42
Confidentiality/ Security	12	Secure Filing system?	41	1	0	0	42
	13	Reference Check?	35	1	5	1	42
	14	Digital media Guidance?	36	4	2	0	42
<18's	Groups with < 18's?	33	9	0	0	42	
Working with young people Forms etc	14a	Form SG-04 used?	35	5	1	1	42
	15.1	Complaints Procedures?	33	6	1	2	42
	15.2	Codes of Conduct?	32	7	1	2	42
	15.3	Reporting Procedure?	33	6	1	2	42
	16	Behaviour Codes signed?	31	9	1	1	42
	17	Parents given info re Safeguarding?	39	2	1	0	42
	18	Correct Supervision Ratios?	36	3	3	0	42
	19	Procedures for reporting accidents/ incidents?	38	2	2	0	42
	20	Group attendance registers?	34	5	3	0	42
	21	Group Hazard Assessment?	25	12	3	2	42
Use of Church Property Form SG-07	22	Parish Hall?	32	8	2	0	42
	23	Hall run by Parish?	28	6	7	1	42
	24	Hall Leased?	7	26	8	1	42
	25	Any other facilities?	10	24	7	1	42
	26	Register of groups using facilities?	22	11	8	1	42
	27	Form SG-07 used?	23	8	10	1	42
	28	Group insurance?	30	1	10	1	42
	29	Group SG policy?	29	0	12	1	42
	30	H & S compliant?	29	2	10	1	42
	31	First Aid Kit?	30	1	9	2	42
Recruitment	32.1	Clear job descriptions?	34	5	2	1	42
	32.2	Application Form?	35	4	2	1	42
	32.3	Reference Check?	33	4	3	2	42

	32.4	Garda Vetting?	35	3	2	2	42
	32.5	Declaration?	29	7	3	2	42
	32.6	Agreement Signed	30	7	2	3	42
	33	Secure filing system?	32	5	2	3	42
	34	Awareness of reporting procedures?	35	3	3	1	42
	35	Policy Summary Document distributed?	35	2	2	3	42
	36	Awareness re Whistleblowing policy?	31	7	2	2	42
	37	Access to Safeguarding Forms?	40	3	1	1	42
Policy & GV	38	Staff/Volunteers shown Policy?	37	3	1	1	42
	39	Garda Vetting Current?	36	6	0	0	42
Training	40	Clergy attended training?	38	2	0	2	42
	41	Parish Reps trained?	36	6	0	0	42
	42	Training/Information sessions requested?	27	8	3	4	42

Parish Safeguarding Audit Report December 2020

The Safeguarding Audit for 2019 was distributed to all Parishes during the last 2 weeks of November with a request that the completed audit be returned to the Diocesan Safeguarding Office on or before 9th December. By the end of January 41 Parishes had returned the completed audit. 1 parish did not return any audit.

General Questions: The response to the questions in this section was very positive indicating almost 100% compliance. Two Parishes do not have a First Aid Kit in the sacristy area.

Spreading the Safeguarding Message: Likewise in this section the level of compliance is very good. Parishes appear to be getting the Safeguarding Message 'out there'. Three Parishes replied that Parish Reps do not work with volunteers, or do not have regular contact with the Parish Priest. Two of those Parishes have recently appointed new Safeguarding Reps. Practically all parishes are now making use of the Parish Newsletter to provide Safeguarding contact details. One parish despite having a newsletter indicated this is not done.

Action for Committee: Encourage use of Newsletter to provide information e.g. info on Whistleblowing; requirements for use of Parish facilities; group supervision ratios etc.; info regarding use of phones, cameras, video equipment etc

Secure Filing System and Confidentiality:

Compliance in this area is high – One parish indicated that there is no Safeguarding filing system in place – this may be down to the fact that there is no involvement of young people in the parish and such a file is not seen as necessary. One Parish, despite the fact that there are persons under 18 involved, replied that the checking of references did not apply in the parish. There was ambiguity when answering the question of '*implementing guidelines for use of digital media*' – three parishes replied that they do not implement these guidelines and two parishes inferred that these guidelines did not apply to the Parish – this despite the fact that all parishes have laid down conditions regarding photographers, video cameras, mobile phones etc on First Communion and Confirmation days and despite the fact that they indicated they used the Activity/Media Consent Form SG-04.

Action for Committee: Contact parishes concerned and seek clarification re issues highlighted above

Groups with/for <18's and Working with Young People: Again there is a high level of compliance in this area however there was confusion in some of the answers to this section. Parishes were asked to '*list the groups in the parish that included persons under 18 years*' and to indicate with a X if they '*had no groups involving persons under 18 years*'. Some parishes listed Altar Servers and then stated they did not have any groups with persons under 18 years. Two parishes with Altar Servers replied that they had not used the Parent/Child Activity and Media Consent

Form SG-04. Two Parishes did not answer the questions regarding parents being made aware of Codes of Conduct, Complaints Procedures and Reporting Procedures. Three parishes replied that Risk Assessment was not applicable and two did not reply.

Action for Committee: Contact parishes concerned and seek clarification re issues highlighted above

Parish Halls/Non Church Groups working with Young People: There was lack of clarity in answers provided in this section. It was difficult to decipher how questions were being answered – in some instances even though the hall was not run by the parish the questions which followed were answered as if applicable, though they were not. Having made contact with two Parishes it would appear that some halls are in transition – being changed from Parish owned and run to being leased to a third party.

Eleven parishes indicated that a register of groups using parish facilities with young people is not maintained and eight parishes stated they did not use form SG-07 – Use of Parish Facilities Form. One Parish replied that groups using the hall did not have insurance, two were not Health and Safety compliant and one did not have a fully stocked First Aid Kit

Action for Committee: Look at type questions being asked and contact Parishes for clarification.

Recruitment, Policy awareness, Garda Vetting current: Compliance in this section appears to be very high but again there was an element of confusion in some of the answers given. One Parish that indicated there was involvement with persons under 18 years answered NO to questions regarding use of application forms, job descriptions, reference checks, garda vetting etc. A second parish made no attempt to answer these questions. A third parish replied that they do not have garda vetting, look for declaration forms or signed agreements indicating adherence to SG policy. This parish also indicated they do not have a filing system in place even though they replied YES earlier.

Eight Parishes replied that Volunteers have not been familiarised with the Church's Whistleblowing Policy. Two Parishes did not answer this question and one replied that it did not apply.

Three Parishes replied that Staff/Volunteers had not been shown the Safeguarding Policy, 1 parish did not reply and one parish replied that it was not applicable. Six parishes indicated that Garda vetting is not up-to-date.

Training: Twenty six Parishes requested training for Sacristans, Choir Leaders, Children's Liturgy Group Leaders,

Action for Committee: 1. Check with parishes concerned re above
2. Provide Training

Conclusions:

Overall the level of compliance is high and most parishes appear to be satisfactorily engaged in the area of safeguarding.

However in some areas there appears to be a lack of understanding of some of the questions asked e.g. Altar servers are not considered to be a group, Also under age groups should include choirs and liturgy groups.

There is ambiguity in the answering of questions particularly in relation to church property

It does not appear to be recognised that leaflets provide information re making complaints, and procedures for reporting concerns etc.

Lack of secretarial services appears to be a problem in some parishes – it would be beneficial if role of Safeguarding Rep and Secretary were combined.

Signed: _____
Chairperson
Diocesan Safeguarding Committee

Date: _____