



**Diocese of Ossory
Parish Safeguarding Audit**

Year under review **2020**

Parish: _____

Parish Priest: _____

Name(s) Parish Safeguarding Rep(s)

Return by: ~~30th November~~ **no later than Jan 6th 2021** to:

Safeguarding Coordinator,
Diocesan Safeguarding Office,
Waterford Road,
Kilkenny.

***This audit should be completed in adherence with Church activities
in your parish, pre Covid-19 restrictions.***

***All data requested on this questionnaire should be available from the Parish
Safeguarding File***

1. List all Church-related activities involving children in your parish
(this includes Altar Servers omitted in previous audits)

2. Standard 1: Creating and maintaining Safe Environments

General

- a) Is there a register (an up-to-date listing) of all groups and organizations / lay apostolates associated with the Church and working with children in your parish? (*Circle as appropriate*) N/A Yes No
- b) Is there an up-to-date register with the name of the person in charge of such groups? N/A Yes No
- c) List the people responsible for compiling and maintaining these group and personnel listings:

Name _____ Role _____

Name _____ Role _____

Name _____ Role _____

3. For each group/organization working directly or indirectly with children:¹

(see notes below)

- a) Have parents / guardians and children signed a joint consent form, that includes media permission? Yes No
- b) Have parents/guardians and children been made aware of:
- i. The complaints procedure? Yes No
 - ii. The code of conduct for children and adults?
 - iii. The reporting procedures for allegations, suspicions/concerns Yes No
- c) Is each group aware of and maintaining adequate supervision ratios? Yes No
- d) Does each group have access to the procedure for dealing with accidents? Yes No
- e) Is there an attendance register completed for the group? Yes No
- f) Is there a register in the sacristy which is signed by both adults and children? Yes No
- g) Does the group have an appropriate hazard assessment process in place? Yes No

¹ Guidance and forms are available on www.ossory/safeguarding.ie. Activity/Media Consent Form SG-04; Complaints Procedure Form SG-08; Code of Conduct for all Church personnel-SG-15; Code of behaviour for children taking part church activities SG-17; Reporting Procedures SG-20; Guidance on dealing with accidents SG-05; Sample Attendance Register for ministry with young children; Guidance on hazard/risk assessment: SG-06; Supervision ratios SG-21.

4. For non-Church groups working with children and using Church property²

(if not applicable indicate by circling N/A)

N/A

- | | | |
|--|-----|----|
| a) Is there a register for all non-Church groups that use Church property? | Yes | No |
| b) Does each group have its own insurance? | Yes | No |
| c) Does each group have its own safeguarding policy? | Yes | No |
| d) Has each group completed form SG-07? | Yes | No |

5. Recruitment (this applies to recruitment in 2019/20):³

(if not applicable indicate by circling N/A)

N/A

- | | | |
|--|-----|----|
| a) In recruiting personnel ⁴ to work/minister in your parish have you ensured that: | | |
| i. Clear job descriptions are provided? | Yes | No |
| ii. Application Forms are completed? ⁵ | Yes | No |
| iii. References are sought and checked? | Yes | No |
| iv. Declaration forms are completed? | Yes | No |
| v. Garda Vetting is complete? ⁶ | Yes | No |
| vi. Access to Safeguarding Policy is provided ⁷ | Yes | No |
| vii. Access to Whistle-blowing (Disclosure) policy is provided ⁸ | Yes | No |
| viii. Do you have the assistance of a non-Ossory priest in your parish? | Yes | No |

If Yes - Name of Priest _____

6. Standard 5: Training and Support for Keeping Children Safe:

a) Induction

- | | | |
|---|-----|----|
| i. Have all Church personnel ⁹ been given access to the child safeguarding policy and procedures as part of the induction process? | Yes | No |
| ii. Have all Church Personnel signed an agreement form ¹⁰ | Yes | No |

b) Basic Safeguarding Awareness Training

Please list below the names of all priests in active ministry in the parish, the date of attendance at a full-day safeguarding programme and the latest deanery session which each priest attended.

Name	Role	Attended Full-Day Programme (Y/N) If Y date attended	Most recent date of attendance at a Deanery update

² Information for external groups using Church property Form SG07

³ See page 5 Safeguarding Children Parish Handbook for guidance on application process and vetting process.

⁴ Church Personnel – sacristan, choir leaders, Eucharistic ministers, ministers of the Word, ministry coordinators, ushers, collectors, caretaker, cleaners, car park attendants etc

⁵ Form SG-01 includes Application, Declaration and Agreement.

⁶ Garda Vetting is only applicable to personnel who work directly with children and/or vulnerable adults in your parish and should be updated every three years

⁷ Safeguarding Children Policy leaflet.

⁸ Whistleblowing (disclosure) Policy SG-19

⁹ E.g. sacristan, choir leader, Aim High coordinator and any person responsible for coordinating readers of the Word, Ministers of the eucharist etc for this age group

¹⁰ Included in form SG-01

Please list below the names of those who have a specific role in child safeguarding. The date they attended the full day safeguarding programme and the most recent update
(Parish Safeguarding Rep)

Name	Role	Attended Full-Day Programme (Y/N) If Y date attended	Date of attendance at a Training update Otherwise insert N/A

Please list the names of those who work with persons under 18 years within the parish and the date they attended the full-day safeguarding programme or information session.
(e.g. sacristan, choir leader, AIM High coordinator and any person responsible for coordinating readers of the word, Ministers of the Eucharistic for this age group).

Name	Role	Attended Full-Day Programme (Yes /No)	Attended information session if applicable (Yes/No)	Date of attendance at a either Full-Day training or Information session

Please list below the names of staff/volunteers who attended a Safeguarding information session?

Name	Role	Attended Information Session (Yes / No)	Date of Attendance

(Continue on separate sheet if necessary)

c) Role-specific training

Please use the box below to highlight any child safeguarding training need that you consider necessary for your parish

d) Safeguarding awareness with parents/guardians

Use the table below to demonstrate any safeguarding awareness initiatives you have carried out with children and / or their parents/guardians.

(e.g. training for altar servers, distribution of diocesan safeguarding literature etc)

<i>Name of Group</i>	<i>Training Delivered</i>	<i>Date of Delivery</i>

e) Support

Is a system of formal support in place in your parish to provide assistance to Parish Safeguarding Reps?

Yes No

1. Meeting with Parish Clergy and Safeguarding Rep(s)

Dates of meetings: _____

2. Meeting with Parish Pastoral Council and Safeguarding Rep(s)

Yes No

Dates of meetings: _____

7. (a) Do you have the following **up-to-date** information displayed in all appropriate places – i.e. Parish Office, Church Porch, Sacristy, Parish Hall¹¹
- | | | | |
|------|---|-----|----|
| i. | Safeguarding Policy with contact details for Church Designated Persons, Tusla, the Gardaí, Towards Healing, Towards Peace | Yes | No |
| ii. | Code of Conduct for Adults | Yes | No |
| iii. | Names of Parish Safeguarding Reps | Yes | No |
| iv. | Children’s Poster (in sacristy) | Yes | No |
| v. | Code of Conduct for Children (in sacristy) | Yes | No |
| vi. | Celebret request (in sacristy) | Yes | No |

(b) Do you have up-to-date diocesan safeguarding literature about how the Church safeguards children

- | | | | |
|-----|------------------------------------|-----|----|
| i. | Prominently displayed | Yes | No |
| ii. | Readily available in your Churches | Yes | No |

- (c) If you use CCTV / Webcams / live streaming/ social media do you have
- | | | | |
|-----|------------------|-----|----|
| | | N/A | |
| i. | signage in place | Yes | No |
| ii. | consent in place | Yes | No |

8. Standard 6: Communicating the Church’s Safeguarding Message

Recording

Are the following records stored safely and securely?

Type of Record	Where to Store	Yes	No	N/A
Application /Declaration/Agreement form SG01	Parish			
Attendance lists / sign in and sign out records for each activity involving children	Parish			
Parental and Children’s Activity/Media consent forms	Parish			
Accident/Incident forms	Parish			
Hazard assessment for activities carried out by each group involving children associated with the Church	Parish			
Records of checks completed on external groups using Church property	Parish			

¹¹ Copies of posters with relevant information are available from the Diocesan Safeguarding Office and may also be downloaded from www.ossory/safeguarding/documents/ie. Guidance on the participation of children with specific needs is available in Safeguarding Children Parish handbook page 18 and guidance on use of CCTV - Parish Handbook page 30.

9. If you have answered 'No' to any of the previous questions please outline your reasons for doing so.

Reasons for answering 'No'

10. If you have any suggestions or comments on improving our safeguarding procedures please state below

Suggestions:

Signatures:

PSR: _____

PSR: _____

PSR: _____

Priest 1: _____

Priest 2: _____

Priest 3: _____

Date: _____

Please ensure that you keep a copy of this completed form for your records.

(November 2020)