**PARISH INFORMATION DETAILS**



To be completed annually by Parish Priest/Curate along with the Local Safeguarding Representative(s)

|  |  |
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| NAME OF PARISH: |  |
| PERSON(S) COMPLETING AUDIT: | Priest:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Rep 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Rep 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DATE OF COMPLETION: |  |

***Please note all forms in the Relevant Form/Leaflet/Posters section below can be downloaded from www.ferns.ie/safeguardingforms for your convenience***

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| **CREATING & MAINTAINING SAFE ENVIRONMENTS** |
| **PARISH GROUPS WORKING WITH CHILDREN AND YOUNG PEOPLE e.g Altar Servers, Parish Youth Groups, Summer Camps, John Paul II Awards etc.** | **YES** | **NO** | **All Forms/Leaflets/Posters****And Guidance found on ferns.ie/safeguardingforms** |
| Have parents signed consent forms for children. (In future both child and parent must sign a Joint Consent Form.) |  |  | Child & Guardian Joint Consent Form |
| Are you adhering to the Parish Social Networking Policy in relation to the use of photography and internet use? (If applicable, parents/guardians and children must sign a Media Permission Form) |  |  | * Media Permission Form
* Guidance on Use of Technology
 |
| Where applicable Parents must be provided with a copy of the safeguarding policies and procedures. A generic leaflet for parents is on the website entitled ‘Safeguarding Information for Parents/Guardians’ |  |  | * Leaflet: Safeguarding Information for Parents/Guardians
* General Complaints Form
 |
| Is each group aware and maintaining adequate supervision ratio?  |  |  | Guidance for Supervision Ratios |
| Does each group have access to the procedure for dealing with accidents? |  |  | Form for Dealing with Accidents/ Incidents |
| Is there an official sign in book being used in the Sacristy? (To be used at all times with or without the involvement of altar servers) |  |  | Attendance Register for Sacristy |
| Is there an attendance register completed for each group involving children? |  |  | Attendance Register for Large Group |
| Are all facilities compliant with the Diocesan Health and Safety Statement? |  |  | Hazard Assessment Form |
| Have all visiting Clergy been asked to provide Celebrets/evidence that they are in good standing?  |  |  | Poster: Present Celebret |
| Are all safeguarding forms stored securely? |  |  |  |
| **NON-PARISH GROUPS WORKING WITH CHILDREN USING CHURCH PROPERTY.** | **YES** | **NO** | **Relevant Form/Leaflet** |
| Have all non-parish groups working with children signed the Hall Application Form? |  |  | Parish Hall Application Form |
| Do all non-Parish Groups using Parish facilities have Safeguarding Policies (of which vetting is part of it) and Insurance? |  |  | Parish Hall Application Form |
| **RECRUITMENT: Recruitment of personnel to work with children/vulnerable adults**  | **YES** | **NO** | **Relevant Form/Leaflet** |
| Clear ***job descriptions*** are provided? |  |  | Recruitment & Selection Checklist |
| ***Application forms*** are completed? |  |  | Application Form |
| References are sought and checked? |  |  | Character & Personal Reference Request Form |
| Vetting is completed (if appropriate)? |  |  | Garda Vetting Forms |
| ***Declaration forms*** are completed? |  |  | Confidential Declaration Form |
| The National Safeguarding Policy and Guidance can be sourced online ferns.ie/policyandstandards. Please tick to indicated you have noted same. |  |  | National Safeguarding Policy Document and Guidance Document |
| A ***whistle-blowing policy*** has been provided? |  |  | Whistleblowing Policy |
| **COMMUNICATING THE CHURCH’S SAFEGUARDING MESSAGE** |
| **This includes publications developed Nationally and locally for each Parish.** | **YES** | **NO** | **Relevant Form/Leaflet** |
| Have all Church personnel been shown the Safeguarding Manual as part of an induction process?  |  |  | From here on in it can be found online entitled ‘National Safeguarding Policy Document’ |
| Have all Church personnel signed an Induction Agreement Form to show that they have read the policy and procedures? |  |  | Induction Agreement Form |
| Have all Local Safeguarding Reps been provided with ‘The Role of the Safeguarding Representative’ leaflet? |  |  | Leaflet: Role of Safeguarding Representative |
| Is the Diocesan Safeguarding Policy Statement displayed prominently within the Church? |  |  | Poster: Policy Statement |
| Is the Diocesan Code of Conduct for Clergy, Staff & Volunteers Working with Children & Young People displayed prominently within the Church? |  |  | Poster: Code of Conduct for Clergy, Staff & Volunteers |
| Is the Information for Young People poster displayed prominently and appropriate for children?  |  |  | Poster: Information for Young People |
| Is the Poster requesting Celebrets from all visiting Clergy displayed prominently?  |  |  | Poster: Present Celebrets |
| Is the Sacristy & Altar Service Information Poster displayed prominently in the Sacristy? |  |  | Poster: Sacristy & Altar Service Information Poster |
| Are the contact details for the Local Safeguarding Representatives displayed prominently in the Church? |  |  | Poster: Your local Parish Safeguarding Representative  |
| If you have groups in your local area whose first language is not English, do you have copies of the safeguarding message in accessible formats. |  |  | Poster: Safeguarding Policy in PolishPoster: Safeguarding Policy in Irish |
| Do you provide the contact details for the Local Safeguarding Representative in your parish newsletter at least 4 times a year? |  |  | Poster: Our local Parish Safeguarding Representative  |

**AUDIT OF PERSONNEL FOR TRAINING PURPOSES**



Training will take place for all church personnel paid/voluntary as all persons are to be informed in the policy and procedures of safeguarding children/vulnerable adults. To get an indication of numbers for each parish, I would be obliged if you could complete the following table.

Parish:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| Role within Parish | Numbers of persons in this role | Declaration Form Signed | Vetting Completed |
| Sacristan |  |  |  |
| Eucharistic Ministers |  |  |  |
| Eucharistic Ministers (home visits) |  |  |  |
| Youth Leaders |  |  |  |
| Choir Leaders |  |  |  |
| Parish Home Visitation Team |  |  |  |
| Parish Bereavement Team  |  |  |  |
| Church Volunteers i.e. readers, collectors, cleaners, etc. |  |  |  |
| Pastoral Committee |  |  |  |
| Finance Committee |  |  |  |
| Working with Altar Servers |  |  |  |
| Other roles (please list below) |  |  |  |
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**AUDIT OF PARISH ACTIVITIES FOR YOUNG PERSONS/VULNERABLE ADULTS**



The Diocese of Ferns values and encourages the participation of children/vulnerable adults in all activities that enhance their spiritual, physical, emotional, intellectual and social development. In order for us to support same can you please tick  opposite which of the following activities with young people takes place in your parish.

Parish:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Name of Activity | Please tick  |
| Altar Servers |  |
| Parish Youth Group |  |
| Youth Readers |  |
| Summer Youth Camps |  |
| Youth Participation on Pastoral Committee |  |
| Sunday School |  |
| You shall be my Witness Programme |  |
| Do this in Memory of me Programme |  |
| Junior Choir |  |
| Mixed Choir (adults & children) |  |
| Family Mass |  |
| Other activities please list below: |  |
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**LIST OF AGENCIES AND LAY APOSTOLATES**



The National Safeguarding Office is seeking a list of all agencies and apostolates with ministry to young people within the Diocese please keep a copy of same:

Parish:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| Name of Group | Key Contact Person | Contact Number |
| St Vincent De Paul |  |  |
| Children of the Eucharist |  |  |
| FDYS |  |  |
| Pioneers |  |  |
| Legion of Mary |  |  |
| Net Ministries |  |  |
| Trocaire |  |  |
| Youth 2000 |  |  |
| Alpha Group |  |  |
| Dead Theologians Society |  |  |
| Jesus Youth |  |  |
| Scripture Union Ireland |  |  |
| Nua |  |  |
| Other (please specify) |  |  |
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**LIST OF SUPPLY PRIESTS/VISITING PRIESTS**



The Diocese of Ferns requires a list of all priests who provide assistance to you as supply. This can be priest of the diocese or indeed visiting priests from other Diocese who visit yearly or periodically. Please note all priests must present their Celebret before ministering.

Parish:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Name of Priest & Contact Number | Priests Diocese | Comment/Note |
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