**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**  | **YES** | **NO** | **N/A** | **Relevant Form/Leaflet/Poster** |
| Have parents signed consent forms for children.  |  |  |  | Child & Guardian Joint Consent Form |
| Are you adhering to the Parish Social Networking Policy in relation to the use of photography and internet use?  |  |  |  | Media Permission FormGuidance 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/GuardiansGeneral 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** | **N/A** | **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 |

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| **Recruitment of personnel to work with children/vulnerable adults (Choir leaders, youth leaders, pastoral home visits, etc.** | **YES** | **NO** | **N/A** | **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 on <http://ferns.ie/policyandstandards>. Please tick to indicate you have noted same. |  |  |  | National Safeguarding Policy Document and Guidance Document |
| A *whistle-blowing policy* has been provided? |  |  |  | Whistleblowing Policy |

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| **COMMUNICATING THE CHURCH’S SAFEGUARDING MESSAGE** |
| **This includes publications developed nationally and locally for each Parish.** | **YES** | **NO** | **N/A** | **Relevant Form/Leaflet** |
| 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  |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Priest) (Safeguarding Rep 1)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Safeguarding Rep 2)