



PARISH SELF AUDIT FORM

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

NAME OF PARISH:
PERSON(S) COMPLETING AUDIT:
DATE OF COMPLETION:

STANDARD 1 – WRITTEN POLICY	YES	NO
Is the Diocesan Safeguarding Policy Statement displayed within the Church?		
Is there a copy of the Diocesan Standard and Guidance Document in the Sacristy/Parish Office?		
Are the contact details for the Local Safeguarding Representatives displayed in the Church?		
STANDARD 2 – PROCEDURES FOR RESPONDING	YES	NO
Are there Local Safeguarding Representatives in place?		
Have staff/volunteers been made aware of the procedures for reporting allegations or disclosures of abuse?		
Have staff/volunteers signed their agreement to observe these procedures?		
Have any reports/concerns/complaints been reported to the Safeguarding Representative?		
Are the contact details for the Church Designated Liaison Person, Social Service’s and Gardaí displayed in all appropriate places?		
STANDARD 3 – PREVENTING HARM	YES	NO
Are safe recruitment and vetting procedures in place including use of the following: Application Forms Declaration Forms Referees Vetting		
Is there an official sign in/sign out book being used in the Sacristy?		
Is there a Code of Behaviour in place for Adults and Children?		
Has the Code of Behaviour been signed up to by all staff/volunteers and Children/Parents?		
Does each Parish Group involving children have an appropriate number of volunteers to supervise activities?		
Are all facilities in use compliant with the Diocesan Health and Safety Statement (See Safeguarding Manual)		
Are all forms in place (e.g. recruitment, consent and incident)?		
Are all records/forms securely stored?		
Is there guidance on the use of photography and internet use?		
Have any issues arisen regarding: inappropriate behaviour, photographs, internet use, trips?		
Do all non-Parish Groups using Parish facilities fill out a Hall Application Form?		
Do all non-Parish Groups using Parish facilities have Safeguarding Policies and Insurance?		
Is the Poster requesting Celebrets from all visiting Clergy displayed prominently?		
Have visiting Clergy been asked to provide Celebrets/evidence that they are in good standing?		

Diocesan Contacts

Designated Liaison Person: Marian Stack 085-1055992

Safeguarding Co-Ordinator: Colette O’Doherty 087-9474513/053-9174972 coletteodoherty@ferns.ie

Diocese of Ferns Safeguarding Children Policy

STANDARD 4 – TRAINING	YES	NO
Have Local Safeguarding Representatives completed approved training?		
Have Clergy completed approved training?		
Have information sessions on safeguarding policy and procedures been attended by relevant staff and volunteers?		
Have participants and parents been made aware of Parish policies relating to children protection, good behaviour and complaints procedure?		
Was training given to altar servers during this year?		
STANDARD 5 – COMMUNICATION	YES	NO
Is the Diocesan Safeguarding Policy Statement prominently displayed?		
Is the Diocesan Code of Conduct Poster prominently displayed?		
Is there information available for children on who to speak to if they have a concern?		
Is the Sacristy & Altar Service Information Poster displayed in the Sacristy?		
Does the Diocesan Policy Document contain contact details for local child protection services?		
STANDARD 6 – ACCESS TO ADVICE AND SUPPORT	YES	NO
Is the name and contact details for the Designated Liaison Person publicised?		
Does the Diocesan Policy Document contain advice on responding to, and supporting, a child who discloses, or is suspected of being abused?		
STANDARD 7 – IMPLEMENTING AND MONITORING	YES	NO
Is there provision for storage of documentation relating to all aspects of the safeguarding procedure?		
Are all forms and other records held securely?		
Do the Parish Safeguarding Representatives provide support to volunteers and monitor compliance with procedures?		

Please list all Youth Ministry/Youth Activities in the Parish in the space below:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Any other information

Signed:

Co-Signed (Parish Priest/Curate)

OFFICE USE ONLY – FORM RECEIVED ON:

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