**PARISH INFORMATION DETAILS**



Thank you for completing this audit, and for the work that you have done and continue to do to ensure the highest standards in best practice in child safeguarding. The audit is to be completed by the 31st of March, 2018. This is the date provided by the National Board for Safeguarding Children.

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| NAME OF PARISH/CURACY |  |
| ADDRESS: | NAME OF CHURCH(S):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| PERSON(S) COMPLETING AUDIT: | Priest:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rep 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rep 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DATE OF COMPLETION: |  |

***If you have any questions in relation to completing this audit***

***please feel free to contact Colette O’Doherty on 087-9474513***

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| **CREATING & MAINTAINING SAFE ENVIRONMENTS** | | | | |
| **PARISH GROUPS WORKING WITH CHILDREN AND YOUNG PEOPLE** | **YES** | **NO** | **N/A** | **Relevant Form/Leaflet/Poster on** [**www.ferns.ie/safeguardingforms**](http://www.ferns.ie/safeguardingforms) |
| Have both parents and children signed consent forms. (Youth choirs, altar servers, youth groups, JPII parish involvement, etc.) |  |  |  | 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 Form  Guidance on Use of Technology |
| Have Parents been provided with the leaflet entitled ‘Safeguarding Information for Parents/Guardians’ (on website) |  |  |  | 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? (Altar servers, choirs, youth groups, etc) |  |  |  | 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 |
| **GUIDANCE FOR CLERGY WHO ARE MINISTERING WITH CHILDREN IN AN EXTERNAL ORGANISATION/CHURCH BODY** | **YES** | **NO** | **N/A** | **Relevant Form/Leaflet** |
| Do you minister with children in an external organisation/church body? |  |  |  | Standard 1.10 in the National Safeguarding Guidance. |
| If so do you have a written agreement in place between the Diocese of Ferns and that Church Body/External Organisation? |  |  |  | Standard 1.10 Template 1: Form for Clerics/Religious who are Ministering with Children in an External Organisation/Church Body |

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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 |
| Have personnel been advised that a *whistle-blowing policy* exists? |  |  |  | Whistleblowing Policy |
| The Diocese had developed a  [Safeguarding Handbook for Ferns 2018](http://ferns.ie/wp-content/uploads/2018/05/Safeguarding-Handbook-for-Ferns-2018.docx) which is a quick reference book reflecting frequently asked questions. This can be sourced online on <http://ferns.ie/policyandstandards>. Please tick to indicate you have noted same. |  |  |  | Safeguarding Handbook for Ferns 2018 |
| 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 |
| Have all persons working with children on behalf of the parish attended training in the last 3 years? |  |  |  |  |

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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 Polish  Poster: 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)