

## Diocese of Ferns Parish Self Audit Form 2021



### PARISH INFORMATION DETAILS

Thank you for completing this audit, and for the work that you do to ensure that we create a safe environment for children and vulnerable adults. Please return this Audit no later than **Friday 17th December 2021**

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

#### Diocesan Contacts

Director of Safeguarding: Mick Kavanagh 087-7185541/053-9174972 [safeguarding@ferns.ie](mailto:safeguarding@ferns.ie)

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*If you have any questions in relation to completing this audit or returning it on time please feel free to contact the Safeguarding Office on 053-9174972 or 087-7185541*

### *Parish Rep Details*

	<b>Name</b>	<b>Contact Number</b>	<b>e-mail address</b>	<b>Last Safeguarding Training Date</b>	<b>Address for written correspondence</b>
<b>Parish Rep 1</b>					
<b>Parish Rep 2</b>					

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***Information for other volunteers including:***

*People supervising Altar Servers, Sacristans and those accessing the sacristy on a regular basis, Leaders of groups involving children, Eucharist Ministers who visit homes or healthcare facilities, any other volunteer working with children or vulnerable adults in the parish.*

<b><i>Role Undertaken</i></b>	<b><i>Name</i></b>	<b><i>Contact Number</i></b>	<b><i>e-mail address</i></b>	<b><i>Last Safeguarding Training Date</i></b>

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*Use additional page if required*

<b>CREATING &amp; MAINTAINING SAFE ENVIRONMENTS</b>				
<b>PARISH GROUPS WORKING WITH CHILDREN AND YOUNG PEOPLE</b>	YES	NO	N/A	Relevant Form/Leaflet/Poster on <a href="http://www.ferns.ie/safeguardingforms">www.ferns.ie/safeguardingforms</a>
Have both parents and children signed consent forms. (Youth choirs, altar servers, youth groups, JPPII 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?				
<b>NON-PARISH GROUPS WORKING WITH CHILDREN USING CHURCH PROPERTY.</b>	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
<b>GUIDANCE FOR CLERGY WHO ARE MINISTERING WITH CHILDREN IN AN EXTERNAL ORGANISATION/CHURCH BODY</b>	YES	NO	N/A	Relevant Form/Leaflet

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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

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 <i>job descriptions</i> are provided?				Recruitment & Selection Checklist
<i>Application forms</i> are completed?				Application Form
References are sought and checked?				Character & Personal Reference Request Form
Vetting is completed (if appropriate)?				Garda Vetting Forms
<i>Declaration forms</i> are completed?				Confidential Declaration Form
Have personnel been advised that a <i>whistle-blowing policy</i> exists?				Whistleblowing Policy
The Diocese had developed a Safeguarding Handbook for Ferns 2018 which is a quick reference book reflecting frequently asked questions. This can be sourced online on <a href="http://ferns.ie/policyandstandards">http://ferns.ie/policyandstandards</a> . Please tick to indicate you have noted same.				Safeguarding Handbook for Ferns 2018
The National Safeguarding Policy and Guidance can be sourced online on <a href="http://ferns.ie/policyandstandards">http://ferns.ie/policyandstandards</a> . 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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<b>COMMUNICATING THE CHURCH'S SAFEGUARDING MESSAGE</b>				
<b>This includes publications developed nationally and locally for each Parish.</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Relevant Form/Leaflet</b>
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: \_\_\_\_\_  
(Priest)

Signed: \_\_\_\_\_  
(Safeguarding Rep 1)

Signed: \_\_\_\_\_  
(Safeguarding Rep 2)

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