

SAFEGUARDING HAZARD ASSESSMENT FORM



Each year, the Parish Priest/Adm/Moderator together with the Local Safeguarding Representative(s) must complete (or review) a Safeguarding Hazard Assessment form for each activity involving Children. Should significant changes in circumstances occur during the year – this form must be updated as soon as possible to reflect them.

Name of Parish:	Name of Church(s):
-----------------	--------------------

Priest's Name: (PP, ADM, Moderator):	Date Hazard Assessment Form Was Completed:
--------------------------------------	--

Local Safeguarding Representatives:	
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Tel No: _____	Tel No: _____
Email: _____	Email: _____

Activity: _____
(a separate assessment must be completed for each activity)

Group Leaders: _____

Others Present: _____

Date of Meeting to Review Hazard Assessment: _____
(each Hazard Assessment must be reviewed/updated at least annually or if there is any significant change in circumstances)

Diocese of Clonfert SAFEGUARDING HAZARD ASSESSMENT FORM

Risk Identified	Procedures in Place to Manage Risk Identified	Yes/No	If the answer is “no”. What action is required, by whom and when
<p>Church personnel are unsafe to work with children – recruitment guidelines not followed.</p>	<p>Have safe recruitment procedures been followed ie. Are the necessary recruitment forms completed –</p> <ul style="list-style-type: none"> • Application Form • Declaration Form • Safeguarding Agreement Form <p>Are all clergy and volunteers who have necessary and regular contact with children/young people/vulnerable persons been Garda Vetted?</p> <p>Are all forms filed safe and securely in the parish office?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Church personnel fail to understand their responsibilities to safeguard children</p>	<p>Have clergy and volunteers attended Child Safeguarding Training?</p> <p>Have Local Safeguarding Representatives attended annual information sessions?</p> <p>Have volunteers received copies of the Code of Behaviour for Adults?</p> <p>Are clergy and volunteers made aware of the Safeguarding Children handbook available on the diocesan website and on request from the parish/diocesan office?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Protocol for visiting clergy/religious/lay ministers not followed</p>	<p>Do visiting clergy contact the local parish priest before undertaking ministry in their parish?</p> <p>Does the cleric sign the register in the sacristy to declare his presence on a particular time and date?</p> <p>Should the cleric not be incardinated into the diocese, is he asked to provide his celebret/letter of good standing for inspection and is it noted in the register beside the visitor's signature?</p> <p>Should the cleric be present for more than one event, is contact made with the diocesan office to ensure the proper protocol is followed before the visiting cleric is permitted to minister?</p> <p>Is the procedure for visiting religious/lay ministers followed?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

Diocese of Clonfert SAFEGUARDING HAZARD ASSESSMENT FORM

Risk Identified	Procedures in Place to Manage Risk Identified	Yes/No	If the answer is “no”. What action is required, by whom and when
<p>Procedures for children/young people to take part in church activities are not adhered to.</p>	<p>Have Child and Parental/Guardian Joint Consent Forms, SG-04, been completed and signed by both the parent/guardian and child?</p> <p>Are these forms held safe and secure in the Parish Office safeguarding files?</p> <p>Is the Child Safeguarding Policy Statement displayed in Church Porches and the Celebret Notice and Codes of Behaviour for Children and Adults displayed in the Church Sacristy?</p> <p>Are adequate supervision ratios maintained i.e. 2 adults for the first 8 children in attendance at all times when children/young people are present?</p> <p>Is there a Sign-In Register in the sacristy?</p> <p>Is there a Sign-In Register for other church activities e.g. Choir?</p> <p>Do clergy, including visiting clergy, volunteers, group leaders and children/young people sign the registers when participating in Church activities?</p> <p>Does the child arrive at the sacristy with sufficient time to vest before Mass?</p> <p>Are there appropriate changing areas /spaces for servers?</p> <p>Are there arrangements in place to collect children promptly after the ceremony?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Children and their parents do not understand the Church’s policy, procedures and structure to safeguard children and protect them from harm</p>	<p>Are induction training sessions provided to new recruits and their parents by the parish priest and LSR?</p> <p>Are they made aware of our safeguarding policy and procedures and that they are available on request from the parish office or from the diocesan website www.clonfertdiocese.ie</p> <p>Have parents received an information leaflet?</p> <p>Have children/young people received our safeguarding information leaflet?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

Diocese of Clonfert SAFEGUARDING HAZARD ASSESSMENT FORM

Risk Identified	Procedures in Place to Manage Risk Identified	Yes/No	If the answer is “no”. What action is required, by whom and when
Risk of harm through bullying of a child by Church personnel or peers or another child	<p>Are the children/parents/volunteers made aware of the diocese anti-bullying policy and code of behaviour?</p> <p>Is the Code of Behaviour for Adults available on request?</p> <p>Are there Procedures in place if bullying occurs?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
Inappropriate Use of technology (digital media, photography, video and social media, text and email.)	<p>Form SG-04 – Has the section on Media Consent for authorised photographs or videos, CCTV, webcams been signed by both parent and child?</p> <p>Have parents/guardian and children/young people been made aware of the Church’s policy on using images or videos?</p> <p>Are policy compliant procedures in place with regard to the use of texting and emailing when contacting Children?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
Risk of external groups who use Church property are unsafe to do so	<p>Have groups completed form SG-07 – indicating they have appropriate insurance in place?</p> <p>Has the parish obtained confirmation in writing that the group have their own child safeguarding policy and procedures in place?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
Participation of children/young people with specific needs.	<p>Where possible, are children/young people with specific needs included in church activities?</p> <p>Has the church been adapted so that it is a safe environment for children/young people with specific needs?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
Pope John Paul II Awards	<p>Have parent/guardian and child/young person completed and signed the joint Application and Consent form?</p> <p>Is there adequate supervision and a safe environment for participants to carry out their chosen activities on parish property?</p> <p>Are participants aware that copies of the diocesan Safeguarding Policy and Procedures are available from the parish/diocesan office or can be downloaded from www.clonfertdiocese.ie</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

Diocese of Clonfert SAFEGUARDING HAZARD ASSESSMENT FORM

Risk Identified	Procedures in Place to Manage Risk Identified	Yes/No	If the answer is “no”. What action is required, by whom and when
Children coming from schools to participate in religious ceremonies.	Is there a plan in place if children have to return to school after a church ceremony? Are there 2 adults accompanying them at all times?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Safe Physical hazards not fully in place	<p>Are fire precautions in place?</p> <p>Are first aid facilities in place?</p> <p>Are toilets and washing facilities easily accessed and clean?</p> <p>Are all electrical cables tidied away to avoid tripping?</p> <p>Are candles on the sanctuary lit by the older servers/adults?</p> <p>Are the heavier objects e.g. The Cross carried by the older/stronger servers?</p> <p>Is there access to a phone?</p> <p>Are contact details of emergency services at hand if needed?</p> <p>Are contact details of safeguarding personnel available in the sacristy?</p> <p>In the event of illness or accident, have the parent/guardian given permission for medical treatment to be administered to their child, if necessary, by qualified medical practitioner/hospital? (Form SG-04)</p> <p>Have parents/guardian given details of medical conditions, allergies, special needs or dietary requirements their child may have?</p> <p>Are Accident/Incident Forms SG-05, readily available in the sacristy?</p> <p>Are there procedures in place if an incident/accident occurs?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

Diocese of Clonfert SAFEGUARDING HAZARD ASSESSMENT FORM

Additional Hazard	
Details of hazard:	_____

Procedure to manage risk:	_____

Details of hazard:	_____

Procedure to manage risk:	_____

Details of hazard:	_____

Procedure to manage risk:	_____

All names submitted to the Safeguarding Co-ordinator will be retained securely in line with Diocesan Data Protection guidelines.

Signed: _____ **(Priest)**

Date: _____

Signed: _____ **(Safeguarding Rep)**

Date: _____

Signed: _____ **(Safeguarding Rep)**

Date: _____