

SAFEGUARDING CHILDREN PARISH REVIEW FORM

The annual completion of this Audit Form for each Parish is a requirement of the National Board for Safeguarding Children in the Catholic Church in Ireland. This Audit Form should be completed by the Parish Priest/Adm/Moderator and Local Safeguarding Representative(s) together



Name of Parish:	Name of Church(s):
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Priest's Name: (PP, ADM, Moderator):	Date Audit Form Was Completed:
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Local Safeguarding Representatives:	
Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
_____	_____
Tel No: _____	Tel No: _____
Email: _____	Email: _____

Please complete this Audit Form and return to Ms Isabelle Mulkern, Safeguarding Co-ordinator, Diocese of Clonfert, Coorheen, Loughrea, Co. Galway.

PLEASE COMPLETE ALL SECTIONS OF THIS FORM	
SECTION 1: Youth Ministry Parish Profile (Identify where youth ministry is taking place and who are the people involved).	
SECTION 2: Review of the Safeguarding Standards in your Parish. This Form must be signed by the Parish Priest and the Local Safeguarding Representative. By doing so both parties attest to its veracity.	
FOR OFFICE USE ONLY	DATE FORM WAS RETURNED: _____ DATE OF PARISH SUPPORT VISIT: _____ COMMENTS: _____ _____

Diocese of Clonfert SAFEGUARDING CHILDREN PARISH REVIEW FORM

Altar Servers:

Yes No N/A

If you answered N/A, Please state why?

If Yes, please list the names of the Adults who are responsible for Supervision in the Sacristy, including those who may be on a rota of Supervision throughout the year. Please note that it is a national requirement that all staff/clergy/volunteers are re-vetted and re-trained every 3 years.

Name	Role (i.e. Sacristan, Supervisor of servers, Eucharistic Minister).	Has this person been Garda Vetted by the Diocese in the last 3 years? Yes/No	Have they signed a Declaration Form (SG-02) and a Safeguarding Agreement form (SG-03)? Yes/No	Have they received Safeguarding Training in the last 3 years? Yes/No
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7.				
8.				

Who are the people co-ordinating and responsible for this activity?

Name 1: _____ Name 2: _____

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Children's/Youth Choir and/or Mixed Choirs:

Yes No N/A

If you answered N/A, Please state why?

If Yes, please list the names of the Adult Leaders (You must identify at least 2 Adult Leaders per choir). Please note that it is a national requirement that all staff/clergy/volunteers are re-vetted and re-trained every 3 years.

Name	Role (i.e. Sacristan, Supervisor of servers, Eucharistic Minister).	Has this person been Garda Vetted by the Diocese in the last 3 years? Yes/No	Have they signed a Declaration Form (SG-02) and a Safeguarding Agreement form (SG-03)? Yes/No	Have they received Safeguarding Training in the last 3 years? Yes/No
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Who are the people co-ordinating and responsible for this activity?

Name 1: _____ Name 2: _____

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Children's Liturgy Group:

Yes No N/A

If you answered N/A, Please state why?

If Yes, please list the names of the Adult Leaders (You must identify at least 2 Adult Leaders to satisfy the requirements). Please note that it is a national requirement that all staff/clergy/volunteers are re-vetted and re-trained every 3 years.

Name	Role (i.e. Sacristan, Supervisor of servers, Eucharistic Minister).	Has this person been Garda Vetted by the Diocese in the last 3 years? Yes/No	Have they signed a Declaration Form (SG-02) and a Safeguarding Agreement form (SG-03)? Yes/No	Have they received Safeguarding Training in the last 3 years? Yes/No
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Who are the people co-ordinating and responsible for this activity?

Name 1: _____ Name 2: _____

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Other: Yes No N/A

If you answered N/A, Please state why?

If Yes, please list the names of the Adult Leaders (You must identify at least 2 Adult Leaders per group). Please note that it is a national requirement that all staff/clergy/volunteers are re-vetted and re-trained every 3 years

Name	Role (i.e. Sacristan, Supervisor of servers, Eucharistic Minister).	Has this person been Garda Vetted by the Diocese in the last 3 years? Yes/No	Have they signed a Declaration Form (SG-02) and a Safeguarding Agreement form (SG-03)? Yes/No	Have they received Safeguarding Training in the last 3 years? Yes/No
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Who are the people co-ordinating and responsible for this activity?

Name 1: _____ Name 2: _____

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LIST OF AGENCIES AND LAY APOSTOLATES

The National Safeguarding Office is seeking a list of all agencies and apostolates with ministry to young people within each parish.
Please keep a copy of this list on file in your Parish:

Name of Group	Key Contact Person	Contact Number
St Vincent De Paul		
Pioneers		
Legion of Mary		
Net Ministries		
Youth 2000		
John Paul II Awards		
Other (please specify)		

Does the Parish organise any trips away for Children/Young People? Yes No

Are all the relevant procedures for such trips in place? Yes No

See 1.11. Safeguarding Children Parish Handbook Trips away with Children/Young People

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Section 2: Standards Review

- Please answer each question by ticking the appropriate box.
- Children/Young People means anyone under the age of 18 years.
- Staff/Volunteers refers to Priest(s), Local Safeguarding Representatives, Adult Volunteers identified in Youth Ministry Profile Section.
- All forms can be found at www.clonfertdiocese.ie

Standard 1 – Creating and Maintaining Safe Environments	Yes	No	N/A
<i>Are the following Forms relating to Safe Recruitment in use?</i>			
• SG-01 Adult Application Form (if necessary)			
• SG-02 Adult Self-Declaration Form			
• SG-03 Safeguarding Agreement Form			
• Garda E-Vetting Invitation Form which should be accompanied by 2 proofs of identity to verify the person's I.D.			
Are you aware of the Diocesan Record Keeping and Storage Policy (Section 1.17 of Safeguarding Parish Handbook)? Is all personal data stored securely in line with this policy and GDPR requirements for e.g. Vetting Disclosures, Proof of identities, consent forms, Safeguarding forms etc.			
Has each specific role been clearly explained to Staff/Volunteers?			
Standard 1 – Creating and Maintaining Safe Environments	Yes	No	N/A
• If applicable: Is there a Sacristy Register (Diocesan Standard) in use in the Sacristy?			
• If applicable: Are General Registers (Diocesan Standard) in use? (Youth Groups, Choirs. etc. who meet for practice)			
• Have you returned all old registers/forms to the Diocesan Archive for filing?			
• Have Parents/Guardians and Children been made aware of the Codes of Behaviour, Complaints Procedure and Reporting Procedure for concerns and allegations as per Section 1.3, 1.14 and 2.3 Safeguarding Parish Handbook?			

Standard 1 – Creating and Maintaining Safe Environments continued	Yes	No	N/A
<ul style="list-style-type: none"> • Have all Parents/Guardians signed SG-04? This is the Child and Parent/Guardian joint consent form. 			
<ul style="list-style-type: none"> • Are there appropriate supervision ratios in place for each youth ministry activity identified in the Youth Ministry Profile Section of this form? <i>Section 1.7 Safeguarding Children Parish Handbook</i> 			
<ul style="list-style-type: none"> • Does every group working with children have access to the procedures for dealing with Accidents and are there Accident/Incident forms (SG-05) in use and stored as per Diocesan Record Keeping Policy? – <i>Section 1.17 Safeguarding Children Parish Handbook.</i> 			
<ul style="list-style-type: none"> • Are the norms for best practice for the Use of Technology eg photography of children/use of internet (social media); text or email or CCTV and parish webcams followed as per Section 1.1 Safeguarding Children Parish Handbook? 			
<ul style="list-style-type: none"> • If CCTV or webcam is in operation is appropriate signage in place? 			
<ul style="list-style-type: none"> • Does every group working with children have a written appropriate hazard assessment in place? - <i>Section 1.15 Safeguarding Children Parish Handbook</i> 			
<ul style="list-style-type: none"> • Has each written hazard assessment been reviewed in the last year? 			
<p><i>For all non-church groups working with children and young people and using church Property (if applicable):</i></p>			
<ul style="list-style-type: none"> • Is there a register of all non-church groups using Church Property? 			
<ul style="list-style-type: none"> • Have you been assured that each group have its own insurance and Safeguarding Policy? 			
<ul style="list-style-type: none"> • Has each group signed an SG-07 form? 			

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Visiting Clergy:	Yes	No	N/A
<ul style="list-style-type: none"> • Have visiting clergy who minister for once-off events provided evidence that they are in good standing (produced their Celebret) and signed the register? 			
<ul style="list-style-type: none"> • Have you informed the Diocesan Office about visiting clergy who are ministering in your parish on a regular basis or for longer than weekend cover, in order to obtain evidence of good standing and to allow the diocese to follow recruitment requirements? 			
<ul style="list-style-type: none"> • Have you informed the Diocesan Office of Retired Priests (without an official appointment) living in your Parish? 			
<p>PARISH PRIEST/ADM SIGNATURE NEEDED:</p> <p>There is nobody in Sacred Ministry in my Parish who has not completed the above Diocesan Safeguarding Procedures for visiting Clergy.</p> <p>I have informed the Diocesan Office of all non-incardinated Clergy ministering in my Parish.</p> <p>Signed: _____ Date: _____</p> <p>(PP, ADM, Moderator)</p>			
<p>Standard 2 – Child Protection Procedures</p> <ul style="list-style-type: none"> • Have you a local Safeguarding Representative(s) in place? • Have staff/volunteers been made aware of procedures for reporting concerns, disclosures or allegations of abuse? (Safeguarding Notice, Training, Diocesan Website and Parish Handbook). • Is the latest Diocesan Safeguarding Notice displayed securely in all buildings to which the public have access? (Church porches, Parish Office, Parish Hall). • Are all Clergy aware of their legal obligation as a Mandated Person with regard to reporting? 			

Standard 5 – Training and Support for Keeping Children Safe.	Yes	No	N/A
<ul style="list-style-type: none"> • Have Parish Safeguarding Representative(s) and Priest(s) completed approved training and in-service training? 			
<ul style="list-style-type: none"> • Have staff/volunteers (outlined in section 5.1 of Safeguarding Children Parish Handbook) received full day training on how to respond to and support a child who discloses abuse, or is suspected of being abused? 			
<ul style="list-style-type: none"> • As part of induction for altar servers and other youth ministry groups were children/young people and parents/guardians made aware of Safeguarding Policy and Procedures, codes of behaviour and complaints procedure. (Parental Consent Form requires parents to be informed of relevant safeguarding procedures.) 			
<ul style="list-style-type: none"> • Have all parents/guardians/young people received a safeguarding welcome leaflet? 			
<ul style="list-style-type: none"> • Have other Volunteers, such as Sacristans, Supervisors, Choir Leaders, and others who have necessary and regular contact with Children/Young people, received appropriate safeguarding training (see section 5.1 in <i>Safeguarding Children Parish Handbook</i> about who requires training). 			
<ul style="list-style-type: none"> • Have all Volunteers received a volunteers safeguarding welcome leaflet? 			
Standard 6 – Communication			
<ul style="list-style-type: none"> • Is there an up-to-date Celebret Notice displayed in your sacristy? 			
<ul style="list-style-type: none"> • Are children/young people informed of who they can speak to if they have a concern? (see Diocese of Clonfert Parent/Children Information Leaflet) 			
<ul style="list-style-type: none"> • Are the names and contact details for the Designated Persons publicised? i.e. (Safeguarding Children Notice, Safeguarding Newsletter, Safeguarding Handbook etc.) 			
<ul style="list-style-type: none"> • Are staff/volunteers aware of contact details for Diocesan Safeguarding Co-ordinator in order to avail of support, training and advice? (Safeguarding Children Notice, Safeguarding Newsletter, Safeguarding Handbook etc.) 			
<ul style="list-style-type: none"> • Have all Parents/Children involved in ministry in the Parish received the information and Guidance Leaflet? 			

