

ARCHDIOCESE OF CASHEL AND EMLY



SAFEGUARDING CHILDREN PARISH AUDIT 2019

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.

Please feel free to contact Cleo Yates, Director of Safeguarding if you have any questions or require assistance with the audit.

The audit should be completed by the local safeguarding representatives, alongside the local parish priest. **Prior to completing the Audit, the Parish Priest will need to confirm that the safeguarding reps are willing to continue in their role.**

In areas where there are large numbers of Church-affiliated groups involving children, it may be necessary to ask group leaders to complete relevant parts of the audit, and for the local safeguarding representatives to then collate the responses into this audit.

It should be completed by:

Friday 25th October 2019 and returned to:

**Cleo Yates. Director of Safeguarding & DLP
Archbishop's House
Thurles
Co. Tipperary
E41 NY92
Or via Email to safeguarding@cashel-emly.ie**

Local details

Name of parish _____

Name of parish priest _____

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		Yes	No	
Q1	Diocesan Safeguarding Procedures/Leaflets: Are the following Posters and Leaflets on display/available in all appropriate places?			
	• Safeguarding Children Policy Statement (2016 Poster)			
	• Concise Safeguarding Policy Leaflet			
	• Child friendly Safeguarding Poster			
	• Child friendly leaflets			
	• Sacristy Celebret Notice			
	• Is there a copy of the Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016 available in the Parish?			
	• Are the Diocesan Safeguarding Procedures adhered to in the Parish?			
	• Do you have a requirement for the Safeguarding Policy Statement in other languages?			
Comment:				
		Yes	No	N/A
Q2	Volunteer/Staff Recruitment Requirements: In recruiting personnel working with children have you ensured that they have:			
	• Completed the Application Form? - Form 1.1A - Paid Staff Only			
	• Have references submitted been checked? - Form 1.1A (Required for Paid Staff and required for Volunteers working with children who are not known to the Priest or Safeguarding Personnel , see Volunteer Declaration Form 1.1A			
	• Sign code of behaviour for adults?-Form 1.2A			
	• Undergone Garda Vetting? (every 5 years)			
	• Signed the Agreement? - Form 5.1A			
	• Been familiarised with the content of the Diocesan Safeguarding Policy & Procedures?			
	• Received the appropriate safeguarding information and/or training?			
	In recruiting personnel not working with children have you ensured that they have:			
	• Been familiarised with the content of the Diocesan Safeguarding Policy & Procedures?			
	• Received the appropriate safeguarding information?			
Comment:				

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		Yes	No														
Q3	Safeguarding Structures:																
	<ul style="list-style-type: none"> Have all appropriate personnel signed the Confidentiality Form 1.1A(5) (i.e. Priests/Sacristans/Safeguarding Personnel having access to data of others) 																
	<ul style="list-style-type: none"> Number of safeguarding meetings held between Parish Priest and safeguarding representatives since 1st January this year? <input style="width: 50px;" type="text"/> 																
	<ul style="list-style-type: none"> How many Safeguarding Representatives are in the Parish? <input style="width: 50px;" type="text"/> 																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Name</th> <th style="width: 33%;">Email</th> <th style="width: 33%;">Contact No.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	Email	Contact No.													
Name	Email	Contact No.															
Comment:																	
		Yes	No														
Q4	Maintaining a Register of all groups/organisations associated with the Church:																
	<ul style="list-style-type: none"> Is there an up to date register (listing) of all groups/organisations associated with the Church e.g. Altar Servers; Choirs; Ministers of Holy Communion; Readers, etc.? 																
	<ul style="list-style-type: none"> Is there an up to date register (listing) with the name of the person in charge of all groups and organisations? 																
	<ul style="list-style-type: none"> Who is responsible for keeping and maintaining this information? (Specify name and role in Parish) <p>_____</p> <p>_____</p> <p>NB: This is the responsibility of the Parish Priest unless delegated to another person such as a Parish Safeguarding Representative. <i>One register(listing) will suffice to record the required data.</i></p>																
Comment:																	
		Yes	No														
Q5	Parish Groups/Organisations working with children:																
	<ul style="list-style-type: none"> Has each Parish group been approved to work within the Parish by the Parish Priest? 																
	<ul style="list-style-type: none"> Has each Group an Attendance Register? - Form 1.4A 																
	<ul style="list-style-type: none"> Has each group been provided with the correct consent forms, leaflets etc for the children / parents attending 																
	<ul style="list-style-type: none"> Is each group complying with the safeguarding requirements, such as ratio levels, vetting etc. 																
Comment:																	

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		Yes	No	
Q6	Children involved in Ministry:			
	<ul style="list-style-type: none"> Has each Altar Server signed the Altar Server consent form (on website) 			
	<ul style="list-style-type: none"> Has each child and parent/guardian signed a Joint Consent? - Form 1.4A 			
	<ul style="list-style-type: none"> Has each child and parent/guardian received a copy of the Child Friendly Safeguarding leaflets? 			
	<ul style="list-style-type: none"> Has each child and parent/guardian been made aware of and received copies (if requested) of:- <ul style="list-style-type: none"> a. The Codes of Conduct for children and adults b. Dealing with breaches of the Codes c. The Procedures for dealing with children with special needs, (as appropriate)? d. The Complaints Procedure (complaints not involving allegations of abuse)? 			
Comment:				
		Yes	No	N/A
Q7	Non-Church groups working with children and using Church Property: * Please note that for any non-church group working with children they must have both of the below to be able to use parish hall / Church.			
	<ul style="list-style-type: none"> Has each group completed the appropriate Form 1.5A confirming:- (a) that it has Its own Insurance indemnifying the Church (b) that it has its own Safeguarding Policy? 			
	<ul style="list-style-type: none"> Has the Parish Priest given permission for the use of the Church Property? 			
Comment:				
		Yes	No	
Q8	Sacristy:			
	<ul style="list-style-type: none"> Is the Sacristy Attendance Register (sign in/out book) always completed? 			
	<ul style="list-style-type: none"> Are visiting clergy asked for Celebret to minister? 			
Comment:				
		Yes	No	

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Q9	Support			
	<ul style="list-style-type: none"> Have the Church Personnel <i>involved in Safeguarding Children</i> been made aware of the supports available e.g. Priests of the Parish, Safeguarding Committee, Safeguarding Representatives, the Designated Liaison Person and the Diocesan Office? 			
Comment:				
		Yes	No	
Q10	Storage of Records/Information:			
	<ul style="list-style-type: none"> Are all safeguarding-related information/records stored securely in a locked cabinet either in Parish Office, Sacristy of Parochial House.? 			
If the answer is Yes: Please state where the records are stored:				
If the answer is No: Please Comment:				
		Yes	No	N/A
Q11	Complaints/Concerns: <i>Note: Allegations/suspicious of child abuse should always be referred to the Designated Liaison Person (DLP) Ms Cleo Yates</i>			
	<ul style="list-style-type: none"> Have all complaints that are not allegations of abuse been dealt with in accordance with Sec. 1.7(A) of the Diocesan Policy and Procedures? 			
Comment:				
		Yes	No	N/A
Q12	Clerics who work / minister or volunteer with children outside the parish in an external organisation i.e. Chaplain in a State Run School, GAA etc			
	<ul style="list-style-type: none"> For each external organisation/Church body where a cleric/religious is ministering with children, is a written agreement in place that the cleric or religious agrees to follow effective safeguarding practice? 			
	<ul style="list-style-type: none"> Is there a list of all clerics and religious who are ministering / volunteering with children in an external organisation/Church body? 			
Comment:				

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Safeguarding Awareness with children and their parents/guardians:

Use the table below to demonstrate (if applicable) any safeguarding awareness initiatives you have carried out with children/young people and/or their parents/guardians, e.g. Altar Server Training, etc.

Name of Group	Type of Training Delivered	Date of Delivery

Role Specific Training:

Please use the box below to highlight any child safeguarding information or training needs that you feel is unfulfilled and would like the Diocesan Safeguarding Committee to consider, including requests for Parish Information Sessions.

List of Lay Apostolates and Agencies in the Parish: (e.g. Legion of Mary)

Names of Priests who minister in the Parish who are not incardinated in the Diocese?

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Name	Address	Contact No.

Names of Sisters who minister in the Parish and/or on behalf of the Parish?

Name	Address	Contact No	Religious

Name of Deacons who minister in the Parish and/or on behalf of the Parish?

Name	Address	Contact No	Diocese

I confirm that the information provided in this audit for the Year beginning on 1st January 2019 and ending on _____ (date of completion of audit), is correct.

Signed: _____

Role: _____

Date: _____

I nominate the following contact person to receive and disseminate safeguarding information on behalf of my parish. (I.T. skills desirable)

Name: _____

Email: _____

Contact Number: _____

(The Parish Audit 2019 will also be available to download from www.cashel-emly.ie)