

## GUIDANCE FOR 2019 PARISH SELF AUDIT

To assist you in completing the Parish Self Audit here are some tips that you may find useful. All the forms mentioned in the Audit can be obtained from our website. [www.cashel-emly.ie](http://www.cashel-emly.ie) under the safeguarding tab.

**Question 1. Safeguarding Procedures / leaflets.** The A4 Safeguarding policy statement should be placed in each entrance into the Church, Parish office and Parish hall and if possible framed to stop people putting other posters over it. The Child friendly poster should be at the main entrance to the church at a height that is visible to children. A larger A3 safeguarding poster is available for the main notice board of the church, as this has a space for the names of the parish safeguarding reps.

**Question 2. Recruitment.** You should be able to demonstrate a paper trail of any volunteers / staff that are required to work in the parish with children. If no formal interview took place, then a record of how the person was selected, i.e. known from work in Parish / community etc. and who recommended them. You should also record the date and time you discussed their role and they completed the vetting and volunteer application form. References are only sought for people who are not known to the Priest or Safeguarding reps.

**Question 3. Structures.** The confidentially form is to be signed by any person who may be holding personal information of children and volunteers working with children.

**Question 4. Maintaining Registers.** All groups working / ministering to children must have a record or register of those in attendance, children and helpers. The information required is just their name.

**Question 5. Parish Groups.** When it talks about Parish groups, these are groups that are run by the parish which involve children, such as pray & play, Children's Choir, Altar servers etc.

**Question 6. Children involved in Ministry.** Consent forms must be signed by parent and child for each parish activity, this form also allows permission for photos and storage of personal information.

**Question 7. Non-Church Groups working with children.** These are groups that are **not run** by parish who have under 18-year-old in attendance, such as Scouts, Dance classes, Martial arts, music groups. These should have signed the form for renting of parish halls (1.5A). If they do not have insurance and their own safeguarding children policy, they cannot use the parish hall/centre.

**Question 8. Sacristy.** The sacristy register must be completed at each Mass, with names of priests concelebrating and Servers present. If no Servers, then this needs to be recorded.

**Question 9. Support.** Are those people involved in safeguarding children aware of the supports available, such as how to contact the Director of Safeguarding, Parish Priest etc.

**Question 12. Clerics who work with children outside the parish.** This needs to be completed if the Priests in the parish undertake any roles outside of their parish duties, i.e. coaching for GAA, Scout leader, Counselling, teaching etc. If they are in any outside roles, then a form (1.10A) should be signed saying they agree to follow safeguarding practices in that organisation.