

Diocese of Cork & Ross

Safeguarding Children

Parish Audit 2019

Name of Parish:

Name of Parish Priest/Administrator:

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Parish:				
		Yes	No	
Q1	Diocesan Safeguarding Procedures/Leaflets: Are the following Posters and Leaflets on display/available in all appropriate places?			
	<ul style="list-style-type: none"> • Is there a Safeguarding Children Policy Statement (2016 Poster/ framed) displayed at all entrances to the church? 			
	<ul style="list-style-type: none"> • Are the Concise Safeguarding Policy Leaflets available to parishioners 			
	<ul style="list-style-type: none"> • Is there a Child friendly Safeguarding Poster (framed) displayed in a prominent place in the Church at children’s eye level? 			
	<ul style="list-style-type: none"> • Are Child friendly leaflets available for children? 			
	<ul style="list-style-type: none"> • Is there a Celebret Notice on display in the Sacristy? 			
	<ul style="list-style-type: none"> • Is there a copy of the Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016 available in the Parish? 			
	<ul style="list-style-type: none"> • Do you have a requirement for the Safeguarding Policy Statement in other languages? If so, please give details below. 			
Comment:				
		Yes	No	N/A
Q2	Volunteer/Staff Recruitment Requirements: In recruiting personnel working with children have you ensured that they have:			
	<ul style="list-style-type: none"> • Completed the Declaration / Application Form? - Form 1.1A(2) 			
	<ul style="list-style-type: none"> • Have references submitted been checked? - (Required for Paid Staff and required for Volunteers working with children who are not known to the Priest or Safeguarding Personnel. 			
	<ul style="list-style-type: none"> • Signed Safeguarding policy agreement and code of behaviour for adults?- Form 5.1A 			
	<ul style="list-style-type: none"> • Undergone Garda Vetting? (every 5 years) 			
	<ul style="list-style-type: none"> • Been familiarised with the content of the Diocesan Safeguarding Policy & Procedures? 			
	<ul style="list-style-type: none"> • Received the appropriate safeguarding information and/or training? 			
	In recruiting personnel not working with children have you ensured that they have:	Yes	No	
<ul style="list-style-type: none"> • Been familiarised with the content of the Diocesan Safeguarding Policy & Procedures? 				
<ul style="list-style-type: none"> • Received the appropriate safeguarding information? 				
Comment:				
		Yes	No	
Q3	Safeguarding Structures:			
	<ul style="list-style-type: none"> • Have all appropriate personnel signed the Confidentiality Form 1.1A(3) (i.e. Priests/Sacristans/Safeguarding Personnel having access to data of others) 			

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	<ul style="list-style-type: none"> Number of Parish safeguarding meetings held between PP and reps since 1st January this year? 	<input style="width: 80%;" type="text"/>																					
	<ul style="list-style-type: none"> How many Safeguarding Representatives are in the Parish? 	<input style="width: 80%;" type="text"/>																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Name of Safeguarding Rep</th> <th style="width: 35%;">Email</th> <th style="width: 30%;">Mobile</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> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of Safeguarding Rep	Email	Mobile																			
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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 for Altar Servers? (must be updated in September every year) 		
	<ul style="list-style-type: none"> Is there an up to date register (listing) of all groups/organisations associated with the Church e.g. 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 style="margin-left: 40px;">_____</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 group been approved to work within the Parish by the Parish Priest? 		
	<ul style="list-style-type: none"> Does each Group sign in and out ? 		

Comment:

		Yes	No
Q6	Children involved in Ministry:		
	<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 		

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	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: ie. Dance classes, Scouts, Judo etc * any group that has children attending must have their own insurance and child protection policy, if they don't, they cannot use the facilities.			
	<ul style="list-style-type: none"> • Has each group completed form 1.5 A (use of church property by external groups) 			
	<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 their Celebret ? 			
Comment:				
		Yes	No	
Q9	Support			
	<ul style="list-style-type: none"> • Have the Church Personnel <i>involved in Safeguarding Children</i> been made aware of the support available from the Parish Priest, Safeguarding Committee, Safeguarding Representatives, the Designated Liaison Person and the Diocesan Office. 			
Comment:				

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		Yes	No	
Q10	Storage of Records/Information:			
	<ul style="list-style-type: none"> Are all safeguarding-related information/records stored securely in locked filing cabinet in the Parish Office or Sacristy or 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 Re: activities involving children			
	<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 in relation to child safeguarding <p><i>Note: Allegations/suspicions of child abuse should always be referred to the Designated Liaison Person (DLP)</i></p>			
Comment:				

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.

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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?

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

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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 be available to download from www.corkandross.org/safeguardinng)