

## **S4.44 Parish Safeguarding Audit – Diocese of Meath**

Parish: \_\_\_\_\_

Year under review                      **2019**

Name of Parish Priest: \_\_\_\_\_

Name(s) of PSR(s): \_\_\_\_\_

\_\_\_\_\_

*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 call on any of the child safeguarding personnel if you have any questions or require assistance with the audit (contact numbers are at the back of this document).*

*The audit should be completed by the parish safeguarding representatives (PSRs), in consultation with the Parish Priest.*

*In parishes 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 parish safeguarding representatives to then collate the responses into this form.*

*Please complete all elements of the form.*

*If a question is not relevant to your parish, please enter or circle N/A.*

*This audit should be completed not later than 30 November and returned to:*

Safeguarding Resource Team  
Meath Diocesan Offices  
Dublin Road  
Mullingar  
County Westmeath

*Guidance and forms are available on [www.meathsafeguarding.ie](http://www.meathsafeguarding.ie). Where references are given, "S" refers to the section (eg S1 = Section 1 – Creating a Culture of Safety, S4 = Section 4 – Forms & Templates) and the number which follows refers to the form or piece of guidance (eg S1.2 refers to the vetting process; S4.15 to hazard assessment).*

List any Church-related activities involving children in your parish

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## **Standard 1: Creating and Maintaining Safe Environments**

### **General**

Is there a register (an up-to-date listing) of all groups and organisations / lay apostolates associated with the Church and working with children in your parish? (*circle as appropriate*) N/A Yes No

Is there an up-to-date register with the name of the person in charge of all such groups? N/A Yes No

List the people responsible for **compiling and maintaining** the groups and personnel listings:

Name \_\_\_\_\_ Role \_\_\_\_\_

Name \_\_\_\_\_ Role \_\_\_\_\_

Name \_\_\_\_\_ Role \_\_\_\_\_

### **For each group/organisation working directly or indirectly with children: <sup>1</sup>**

Have parents/guardians and children signed a joint consent form, which includes media permission? Yes No

Have parents/guardians and children been made aware of:

- The complaints procedure? Yes No
- The code of conduct for children and adults? Yes No
- The reporting procedures for allegations, suspicions/concerns? Yes No

Is each group aware of and maintaining adequate supervision ratios? Yes No

Does each group have access to the procedure for dealing with accidents? Yes No

Is there an attendance register completed for the group? Yes No

Is there a register in the sacristy which is signed by both adults and children? Yes No

Does the group have an appropriate hazard assessment process in place? Yes No

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<sup>1</sup> Guidance and forms are available on [www.meathsafeguarding.ie](http://www.meathsafeguarding.ie). Consent form S4.11; Complaints procedure S4.13; Codes of conduct S4.7 & S4.9; Reporting procedure S2.2 & S4.34; Guidance on dealing with accidents S4.14; Sample attendance register is S4.16 & S4.17; Guidance on hazard/risk assessment S1.14 & S4.15; Supervision ratios S1.3.

**For non-Church groups working with children and using Church property**<sup>2</sup>  
 (if not applicable indicate by circling N/A) N/A

Is there a register of all non-Church groups that use Church property?	Yes	No
Does each group have its own insurance?	Yes	No
Does each group have its own Safeguarding policy?	Yes	No

**Recruitment (this applies to recruitment in current year):**<sup>3</sup>  
 (if not applicable indicate by circling N/A) N/A

In recruiting applicable personnel working with children, have you ensured that:

Clear Job Descriptions are provided?	Yes	No
Application Forms are completed?	Yes	No
References are sought and checked?	Yes	No
Vetting is complete (if appropriate)?	Yes	No
Declaration Forms are completed?	Yes	No
Access to the Safeguarding Policy has been provided?	Yes	No
Access to the Disclosure (whistleblowing) Policy has been provided?	Yes	No

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<sup>2</sup> For information on requirements for external groups using Church property see S1.11 & S4.18.

<sup>3</sup> See S1.1 for guidance on Application process; S1.2 for Vetting process; Declaration Forms are at S4.4 & S4.5; Safeguarding policy and procedures are available on [www.meathsafeguarding.ie](http://www.meathsafeguarding.ie); Guidance on Protected Disclosures is at S2.16.

**Standard 5: Training and Support for Keeping Children Safe:**

**Induction**

Have all Church personnel <sup>4</sup> been given access to the child safeguarding policy and procedures as part of an induction process? Yes No

Have all Church personnel signed an agreement form? Yes No

**Basic Safeguarding Awareness Training**

Please list below the names of all priests in active ministry with children in the parish, the date of attendance at a the full-day safeguarding programme and the latest Deanery session which each priest has attended.

<i>Name</i>	<i>Role</i>	<i>Attended Full-Day Programme (Y/N). If Y date attended</i>	<i>Most recent date of attendance at a Deanery update</i>

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<sup>4</sup> 'Church personnel' are defined as clergy, volunteers and staff. Agreement form is at S4. 6.

Please list below the names of those who have a specific role in child safeguarding, the date they attended the full day safeguarding programme and most recent training update.

*(eg PSR; Youth worker, Catechist)*

<i>Name</i>	<i>Role</i>	<i>Attended Full-Day Programme (Y/N). If Y date attended</i>	<i>Date of Attendance at training update. Otherwise insert N/A</i>

Please list below the names of those who have a leadership role with a group of children within the parish, and the date they attended the full day safeguarding programme or information session. At least one leader in every group working with children must attend a full-day programme. Other leaders only need to attend an information session. (Eg Choir Leader; Youth Minister)

<i>Name</i>	<i>Role</i>	<i>Attended Full-Day Programme (Yes/No)</i>	<i>Attended Information Session, if Applicable (Yes/No)</i>	<i>Date of Attendance at either Full-Day training or Information Session</i>

*(Continue on separate sheet if necessary.)*

Please list below the names of all other Church personnel \* who have taken the opportunity to attend an information session, as well as their role and the date they attended. If not applicable enter N/A

*(Eg Sacristans )*

<i>Name</i>	<i>Role</i>	<i>Attended Information Session (Yes/No)</i>	<i>Date of Attendance</i>

*(Continue on separate sheet if necessary.)*

\*Clergy, volunteers and staff



**Role-specific training**

Please use the box below to highlight any child safeguarding training need that you feel is unfulfilled and would like the Safeguarding committee to consider.

**Safeguarding awareness with parents/guardians**

Use the table below to demonstrate any safeguarding awareness initiatives you have carried out with children and/or their parents/guardians in the current year.  
*(eg training for altar servers, Safeguarding Sunday)*

*(if not applicable indicate by circling N/A)*

N/A

<i>Name of Group</i>	<i>Training Delivered</i>	<i>Date of Delivery</i>

**Support**

Is a system of formal or informal support in place to provide support to all Church personnel involved in child safeguarding?  
*If yes, please provide examples*

Yes    No

## **Standard 6: Communicating the Church's Safeguarding Message <sup>5</sup>**

Are the contact details for the Church Designated Liaison Person (DLP), Tusla and Gardaí displayed in all appropriate places?  
(circle as appropriate)

Yes No

Do you have information about how the Church safeguards children both available and displayed prominently?

Yes No

If you have groups in your parish whose first language is not English, do you have copies of the safeguarding message in accessible formats?

Yes No

Have you sent a list of all Mandated Persons to the Bishop?

Yes No

If you use CCTV and/or webcams, is appropriate signage and consent in place?

Yes No

### **Recording**

Are the following records stored safely and securely?

Type of Record	Where to Store	Yes	No	N/A
Application forms of those successful	<i>Parish</i>			
Application forms of those unsuccessful	<i>Parish</i>			
Attendance lists/sign-in and sign-out records for each activity involving children	<i>Parish</i>			
Parental and children's consent forms	<i>Parish</i>			
Accident/incident forms	<i>Parish</i>			
Hazard assessments for activities carried out by each group involving children associated with the Church	<i>Parish</i>			
Records of checks completed on external groups using Church property	<i>Diocese Parish</i>			
Media permission forms	<i>Parish</i>			
Copies of signed agreement forms for all Church personnel	<i>Parish</i>			
A record of dates and times for supervision and support meetings with key Church personnel	<i>Diocese Parish</i>			

<sup>5</sup> Copies of the posters with the relevant information are available from the Diocesan Office, as are posters in Irish and Polish and information leaflets for children and for adults.

Guidance on the participation of children with specific needs is available at S1.9. Guidance on Mandated Persons is available at S2.35. Guidance on use of CCTV is available at S1.24.

Thank you for completing this audit. Is there any follow up action to be taken? For example, where you have answered 'No' to a question.

If you have any suggestions or comments on improving our safeguarding procedures, please state below.

Signatures:

PSR: \_\_\_\_\_

PSR: \_\_\_\_\_

PP: \_\_\_\_\_

Date: \_\_\_\_\_

*If you require assistance from the Resource Team,  
please contact us via [www.meathsafeguarding.ie/contact](http://www.meathsafeguarding.ie/contact)*

*:*

*Please ensure that you keep a copy of this completed form for your records.*

*[29 September 2019]*