

Form 11 Parish self-audit

The data entered will be used only for the purpose indicated in the form. It may be accessed only by those with responsibility for managing files.



To be completed annually by the parish priest and the Parish Safeguarding Officer/s.

Name of parish

Year

Persons completing audit

Please list Church-related activities which involve children in this parish

1

4

2

5

3

6

1. Developing a culture of safety

Are there Parish Safeguarding Officers in place?

☐ Y ☐ N Number _____

Is the diocesan Safeguarding poster with contact details for the Safeguarding Director and Safeguarding Officers prominently displayed?

- ☐ Church entry
- ☐ Parish centre
- ☐ Sacristy
- ☐ Parish website

Are copies of the Parish Safeguarding Policy available on request?

☐ Y ☐ N

Are the contact details of the Parish Safeguarding Officers available in the parish office?

☐ Y ☐ N

Is there a sign in / out book for?

NB: This is best practice only, not a requirement.

- ☐ Sacristy
- ☐ Choir
- ☐ Other activities with children

(please state activity)

Have all persons working with children provided a current Working With Children card and is an up-to-date database kept and maintained?

☐ Y ☐ N

If not, state reasons why.

Have all persons working with children signed a **Form 2 Declaration**?

☐ Y ☐ N

Does each parish group involving children have an appropriate number of volunteers to supervise activities?

- ☐ Altar servers
☐ Choir
☐ Other activities with children

 (please state activity)

Are all forms in place (ie) Recruitment, Consent and Incident, and kept up to date?

☐ Y ☐ N

Is there provision for storage of documentation relating to all aspects of the safeguarding procedures?

☐ Y ☐ N

Are all records securely stored in the parish office?

☐ Y ☐ N

Who has access to the records?

Are all facilities compliant with health and safety standards?

☐ Y ☐ N

2. Responding to concerns

Have all the staff and volunteers been made aware of **Form 5 Procedure for responding to concerns, suspicions, allegations or disclosures of abuse?**

☐ Y ☐ N

Have all staff and volunteers signed the **Form 18 Handbook declaration?**
 NB: This is a requirement.

☐ Y ☐ N

Have any reports / concerns / complaints been reported to the Parish Safeguarding Officer/s within the last 12 months?

☐ Y ☐ N

3. Implementing diocesan Safeguarding Policy

Have all children involved in parish activities received **Form 12 Code of Behaviour for children taking part in Church Activities?**

- ☐ Altar servers
☐ Choir
☐ Other activities with children

 (please state activity)

Do the Parish Safeguarding Officers provide support to the volunteers and check that all safeguarding procedures are complied with?

☐ Y ☐ N

Is there structured, regular contact between Parish Safeguarding Officers and the priests (and with the Parish Pastoral Council, if applicable)?

☐ Y ☐ N

How often in the year?

Have Parish Safeguarding Officers and clergy completed approved safeguarding children training? (Complete details below) ☐ Y ☐ N ☐ Partial

Name	Year of Training	Update Session	Year
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>

Have information sessions on safeguarding policy and procedures been attended by relevant staff and volunteers? Year Completed

Signed Parish Priest Date

Signed Safeguarding Officer

Signed Safeguarding Officer

Following completion of the audit process, is there any follow-up action to be taken?
If you require assistance from the Director Safeguarding Program, or have any suggestions or comments on improving our safeguarding procedures, please state below.

For Office Use

Received by Dated

Signed