

standard 7

quality assuring compliance with the standards
guidance for indicator 7.1



7.1C Template 1: Local Safeguarding Audit (Indicators Contained in Table 1 of the Child Safeguarding Policy)

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 local safeguarding representatives, alongside the local parish priest/superior/community leader.

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.

Year under review (insert year)

It should be completed by (insert date):

And returned to (insert address):

Local details

Name of parish/local religious order/house _____

Name of parish priest/local superior/community leader _____

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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 in your locality?**
(circle as appropriate) Yes No N/A
- Is there an up-to-date register with the name of the person in charge of all groups and organisations associated with the Church in your locality? Yes No N/A

- 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 and young people (ignore if not applicable):

- Have parents/guardians and children signed a joint consent form? Yes No
- If applicable, have parents/guardians and children signed a media permission form? Yes No N/A
- Have parents/guardians and children been made aware of and received copies of:
 - a. The complaints procedure Yes No
 - b. The code of conduct for children and adults Yes No
 - c. 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
- Does the group have an appropriate hazard assessment process in place? Yes No

For non-Church groups working with children and young people and using Church property (ignore if not applicable):

- 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

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Recruitment

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

- Clear job descriptions are provided?
- Application forms are completed?
- References are sought and checked?
- Vetting is complete (if appropriate)?
- Declaration forms are complete?
- A safeguarding policy has been provided?
- A whistle-blowing policy has been provided?

Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

Clerics/religious who are members of the Church body, but who are ministering with children in an external organisation/Church body:

- Is there a list of all clerics and religious who are ministering with children in an external organisation/Church body?
- 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?

Yes	No
Yes	No

Standard 5: Training and Support for Keeping Children Safe

Induction

- Have all Church personnel been shown the child safeguarding policy and procedures as part of an induction process?
- Have all Church personnel signed an agreement form (Guidance 5.1A Template 1)?

Yes	No
Yes	No

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Basic safeguarding awareness training

- Please list below the names of all **clerics/religious in active ministry with children** in the Church body, and the date they attended the full-day safeguarding programme.

Name	Role	Attended Full-Day Programme (Yes/No)	Date of Attendance

(Continue on separate sheet if necessary.)

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- Please list below the names of those who have a leadership role with a group of children within the local Church area, 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.

Name	Role	Attended Full-Day Programme (Yes/No)	Attended Information Session if Applicable (Yes/No)	Date of Attendance at Either Full-Day or Information Session

(Continue on separate sheet if necessary.)

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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 (if applicable) any safeguarding awareness initiatives you have carried out with children and young people and/or their parents/guardians.

Name of Group	Training Delivered	Date of Delivery

Support

- Is a system of formal or informal support in place to provide support to all Church personnel involved in child safeguarding? Yes No

Standard 6: Communicating the Church's Safeguarding Message

- Are the contact details for the Church designated liaison person, social services and Gardaí/PSNI 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 local area 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 Church authority? Yes No
- If you use CCTV and/or webcams is appropriate signage and consent in place? Yes No

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Recording

Are the following records stored safely and securely?

Type of Record	Where to Store	Template/Guidance Number/Page Number
Application forms of those successful	Parish/local congregation	1.1A Template 2
Application forms of those unsuccessful	Parish/local congregation	1.1A Template 2
Attendance lists/sign-in and sign-out records for each activity involving children	Parish/local congregation	1.4A Template 1 and 2
Parental and children's consent forms	Parish/local congregation	1.4A Template 3
Accident/incident forms	Parish/local congregation	1.4B Template 1
Hazard assessments for activities carried out by each group involving young people associated with the Church	Parish/local congregation	Guidance 1.8A
Records of checks completed on external groups using Church property	Diocese/province Parish/local congregation	Guidance 1.5A and 1.5B
Media permission forms	Parish/local congregation	1.9A Template 1
Copies of signed agreement forms for all Church personnel	Parish/local congregation	5.1A Template 1
A record of dates and times for supervision and support meetings with key Church personnel	Diocesan/provincial level Parish/local level	Guidance 5.6A
Written agreements from external organisations/Church bodies, where clerics and religious who are members of the Church body are ministering with children	Diocese/province	Guidance 1.10A