

standard 7

quality assuring compliance with the standards
guidance for indicator 7.1



7.1C Template 3: Local Safeguarding Audit (Indicators Contained in Table 3 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

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

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?
(circle as appropriate)
- ✠ Does each group have its own insurance?
- ✠ Does each group have its own safeguarding policy?

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

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 those who have a **specific role** in child safeguarding, 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 **all other Church personnel** who have taken the opportunity to attend an information session, their role and the date they attended an information session.

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

(Continue on separate sheet if necessary.)

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.

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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? | 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 |

Recording

Are the following records stored safely and securely?

Type of Record	Where to Store	Guidance Number in Standards
Records of checks completed on external groups using Church property	Diocese/province Parish/local congregation	Guidance 1.5A and 1.5B
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