



diocese
of limerick
our catholic community

Diocese of Limerick Safeguarding Children Parish Audit Form

Name of Parish:		Pastoral Unit No:	
Name of Person Completing Information:		Name of Parish Priest:	
		Yes	No
Q1 (a)	(a) Diocesan Safeguarding Procedures/Leaflets: Are the following Posters and Leaflets on display/available in the appropriate venues?		
	• Safeguarding Children Policy Statement (Poster)		
	• Information for Young People (Poster)		
	• Information for Parents/Guardians (Poster)		
	• Sacristy Safeguarding Poster		
	• Information for Young People (Leaflets)		
	• Information for Parents/Guardians (Leaflets)		
If you have answered NO to any of the above, please comment:			
		Yes	No
Q1 (b)	• Is there a copy of the Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016 available in each Parish Office and Sacristy? • Are the Diocesan Safeguarding Procedures adhered to in the Parish?		
If you have answered NO to any of the above, please comment:			
		Yes	No
Q2 (a)	Volunteer/Staff Requirements: (Adults) Have all volunteers/staff who may be involved with children within or on behalf of the Parish:		
	• Completed Application Form? (<i>Appendix 8 – Diocesan Safeguarding Website</i>)		
	• Submitted the required References?		
	• Undergone Vetting?		
	• Received the appropriate safeguarding information and/or training?		
	• Signed the Agreement to comply with the Diocesan Safeguarding Policy & Procedures?		
If you have answered NO to any of the above, please comment:			

Any queries please contact Mr. Ger Crowley, Director of Safeguarding
Tel: 087 3233564 : Email: ger.crowley@limerickdiocese.org

		Yes	No
Q2 (b)	(Young People)		
	<ul style="list-style-type: none"> Has each parent/child signed a Joint Consent Form? (Appendix 24 – Diocesan Safeguarding Website) 		
If you have answered NO to any of the above, please comment:			
		Yes	No
Q3 (a)	Young People in Ministry Is there a register (an up to date listing) of all groups/organisations involving children associated with the Parish/Diocese, including names and contact details of leaders?		
If you have answered NO to any of the above, please comment:			
Q3 (b)	Who is responsible for keeping and maintaining this information? (Specify name and role in Parish) _____ _____ Note: This is the responsibility of the Parish Priest unless delegated to another person such as the Parish Safeguarding Representative.		
Q3 (c)	Indicate the Youth Ministeries active in your Parish		
	• Altar Servers		
	• Youth Choir		
	• Adult Choir with children involved		
	• Sacramental preparation (includes Do This in Memory + You should be My Witness Programmes)		
	• Children's Liturgy		
	• Mass Readers		
	• Youth Club		
	• Youth Retreat		
	• Other (specify)		
Q3 (d)	• Has each group been approved to work within the Parish by the Parish Priest?		
	• Does each group maintain an up-to-date Attendance Register? (Appendix 22 – Diocesan Safeguarding Website)		

		Yes	No
Q4	Safeguarding Representatives: <ul style="list-style-type: none"> Has the Parish appointed a Parish Safeguarding Representative(s) who has/have been trained and vetted? 		
Safeguarding Representative Name: _____ (Add additional Tel: _____ Email: _____ Reps name and details overleaf)			
		Yes	No
Q5	Training		
	<ul style="list-style-type: none"> Have all Safeguarding Representatives and Leaders of Groups working with young people attended the One Day Training Programme? 		
	<ul style="list-style-type: none"> Have all other staff who have ministry with children attended a Safeguarding Information Session? 		
	<ul style="list-style-type: none"> Is there any other form of role-specific training which would enhance safeguarding in your parish? 		
<p>If you have answered NO to any of the above, please comment:</p> <p>If YES to role specific training, please specify:</p>			
		Yes	N/A
Q6	Non-Church Groups working with young people and using Church Property		
	<ul style="list-style-type: none"> Has each group completed the appropriate Application Form and returned to the Parish Priest? (<i>Appendix 27 – Diocesan Safeguarding Website</i>) 		
	<ul style="list-style-type: none"> Has the Parish Priest given permission? 		
	<ul style="list-style-type: none"> Has each group provided a copy of: 	Yes	No
	<ul style="list-style-type: none"> a) Its own Insurance indemnifying the Church 		
	<ul style="list-style-type: none"> b) Its own Safeguarding Policy including Vetting 		
<p>If you have answered NO to any of the above, please comment:</p>			
		Yes	No
Q7	Sacristy:		
	<ul style="list-style-type: none"> Is the Sacristy Poster on display in the Sacristy? 		
	<ul style="list-style-type: none"> Is the Sacristy Protocol followed? 		
	<ul style="list-style-type: none"> Is the Sacristy sign in/out book always completed? 		
	<ul style="list-style-type: none"> Are visiting clergy asked for Celebret/Letter of Permission to Minister? 		
<p>If you have answered NO to any of the above, please comment:</p>			

		Yes	No
Q8	Storage of Records/Information:		
	• Are all safeguarding-related information/records stored securely?		
	• Where are is the information/records stored?		
	• Who has access to the information/records?		
		Yes	No
Q9	Complaints/Concerns:		
	• Have any safeguarding complaints/concerns arisen?		
	• Have all safeguarding complaints/concerns been reported to the Designated Liaison Person/Director of Safeguarding?		
If you have answered YES to any of the above, please comment: 			

Please complete, sign and return to Mr. Ger Crowley, Director of Safeguarding

Signed:

_____	Date: _____
Parish Priest	
_____	Date: _____
Parish Safeguarding Representative	
_____	Date _____
Chairperson Pastoral Council	

Date Received by Safeguarding Service: _____

Additional Safeguarding Reps Details:

Name(s) & Email/Tel No's _____

Any queries please contact Mr. Ger Crowley, Director of Safeguarding
Tel: 087 3233564 : Email: ger.crowley@limerickdiocese.org