



Diocese of Limerick Safeguarding Children Parish Audit Form

Name of Parish:		Pastoral Unit		
Name of Person Completing Information:		Name of Parish Priest:		
		Yes ✓	No ✓	
Q1 (a)	Diocesan Safeguarding Procedures/Leaflets			
	Are the following Posters on display in the appropriate venues (<i>Church & Parish Hall</i>)?			
	Safeguarding Children Policy Statement 2024 Poster <small>(Please ensure that the pre 2024 poster has been removed from display)</small>			
	Sacristy Safeguarding Poster			
	Poster with a link to the following Information Leaflets on the Safeguarding Website:			
	Information Leaflet for Young People			
Information Leaflet for Parents/Guardians				
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 2024 "A Safe & Welcoming Church" 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 the <i>*General Church Ministry/Volunteer Form</i> ?			
	<small>* (Appendix 8 – Diocesan Safeguarding Website)</small>			
	Undergone Vetting?			
Received the appropriate safeguarding information and/or training?				
If you do not have any volunteers/staff involved with children/young people please tick blue box				
If you have answered NO to any of the above, please comment:				

		Yes ✓	No ✓
Q2 (b)	(Young People)		
	Has each parent/child signed a <i>*Joint Consent Form?</i> <i>*(Appendix 24 – Diocesan Safeguarding Website)</i>		
If you do not have any volunteers/staff involved with children/young people involved please ✓ blue box			
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? Please Specify Name and Role in Parish		
	Name: _____ Role: _____ Note: This is the responsibility of the Parish Priest unless delegated to the Parish Safeguarding Rep		
Q3 (c)	Indicate the Youth Ministries active in your Parish Please ✓		
	• 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)			
		Yes ✓	No ✓
Q3 (d)	Has each group been approved to work within the Parish by the Parish Priest?		
	Does each group maintain an up-to-date <i>*Attendance Register?</i> <i>*(Appendix 22 – Diocesan Safeguarding Website)</i>		

		Yes ✓	No ✓
Q4	Safeguarding Representatives		
	Has the Parish appointed a Parish Safeguarding Representative(s)? Has this person(s) been Garda Vetted by the Diocesan Vetting Service?		
Safeguarding Representative Name: _____ Tel: _____ Email: _____		<i>(Add additional Reps names and details overleaf)</i>	
		Yes ✓	No ✓
Q5	Training		
	Have all Safeguarding Representatives and Leaders of Groups working with young people attended the One Day/Refresher Training Programme?		
	Have all other staff who have ministry with children attended a Safeguarding Information Session?		
	Is there any other form of role-specific training which would enhance safeguarding in your parish?		
If you have answered NO to any of the above, please comment:			
If YES to role specific training, please specify:			
		Yes ✓	N/A ✓
Q6	Non-Church Groups using Church Property who are working with Children and/or Persons who may be Vulnerable		
	Has the Parish Priest given permission?		
	Has each group completed the appropriate *Application Form and returned to the Parish Priest? <i>*Appendix 27 on Diocesan Safeguarding Website - Use of Church Property by External Groups</i>		
	Has each group confirmed the following on the Application Form?	Yes ✓	No ✓
	a) Has its own Insurance indemnifying the Church		
	b) Has its own Safeguarding Policy including Vetting		
If you have answered NO to any of the above, please comment:			
		Yes ✓	No ✓
Q7	Sacristy		
	Is the Sacristy Poster on display in the Sacristy?		
	Is the Sacristy Protocol followed?		
	Is the Sacristy sign in/out book always completed?		
	Are visiting clergy asked for Celebret/Letter of Permission to Minister?		
If you have answered NO to any of the above, please comment:			

Any queries please contact Director of Safeguarding
Tel: 087 3233564 : Email: ds@limerickdiocese.org

		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 Ms Finola Downes, Safeguarding Service at Limerick Diocesan Centre, St Munchins, Corbally, Limerick V94925C or Email to finola.downes@limerickdiocese.org

Signed:

_____ **Date:** _____
Parish Priest

_____ **Date:** _____
Parish Safeguarding Representative

_____ **Date:** _____
Chairperson Pastoral Council

Additional Safeguarding Reps Details:

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

Date Received by Safeguarding Service: _____

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