

Name of Parish:					
Name of Person Completing Information:			Date:		
			Yes	No	N/A
Q1(a)	Diocesan Safeguarding Procedures/Leaflets: Are the following Posters and Leaflets on display/available in the appropriate venues?				
	• Safeguarding Children Policy Statement				
	• Information for Young People				
	• Information for Parents/Guardians				
	• Sacristy Safeguarding Poster				
Comment:					
			Yes	No	N/A
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?				
Comment:					
			Yes	No	N/A
Q2	Volunteer/Staff Requirements: Have all volunteers/staff who may be involved with children within or on behalf of the Parish:				
	• Completed Application Form?				
	• Submitted the required References?				
	• Completed Declaration Forms?				
	• Undergone Vetting?				
	• Received the appropriate safeguarding information and/or training?				
	• Been advised as to the content of the Diocesan Safeguarding Policy & Procedures?				
	• Signed the Agreement to comply with the Diocesan Safeguarding Policy & Procedures?				
If No Please comment					
			Yes	No	N/A
Q3	Safeguarding Representatives: Has the Parish appointed Parish Safeguarding Representative(s) who have been trained and vetted?				
Comment:					

		Yes	No	N/A
Q4	Maintaining a Register:			
	(a) Is there a register (an up to date listing) of all groups/organisations involving children associated with the Parish/Diocese? For example:			
	• 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)				
(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.				
		Yes	No	N/A
Q5(a)	Groups/Organisations involved with children on behalf of the Parish:			
	• Has each group been approved to work within the Parish by the Parish Priest?			
	• Has each group been provided with the Information Pack for Parish groups involving children?			
	• Is each group complying with the requirement in the Information Pack for Parish groups involving children?			
Comment:				
		Yes	No	N/A
Q5(b)	Young people involved in Ministry			
	• Has each parent/child signed a Joint Consent Form?			
	• Has each parent/child received a copy of the Information Leaflet for parents/children involved in Parish/Diocesan youth activities?			
Comment:				
		Yes	No	N/A
Q6	Training			
	• Have all Safeguarding Representatives and Leaders of Groups working with young people, attended the One Day 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?			
Comment				

		Yes	No	N/A
Q7	Non-Church groups working with children and using Church Property			
	• Has each group completed the appropriate Application Form?			
	• Has the Parish Priest given permission?			
	• Has each group confirmed that it has:			
	a) Its own Insurance indemnifying the Church			
b) Its own Safeguarding Policy including Vetting				
Comment:				
		Yes	No	N/A
Q8	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?			
Comment:				
		Yes	No	N/A
Q9	Storage of Records/Information:			
	• Are all safeguarding-related information/records stored securely?			
	• Where?			
Comment				
		Yes	No	N/A
Q10	Complaints/Concerns:			
	• Have any safeguarding complaints/concerns arisen?			
	• Have all safeguarding complaints/concerns been reported to the Designated Liaison Person/Director of Safeguarding?			
Comment:				

Signed: _____
Parish Priest

Date: _____

Parish Safeguarding Representative

Date: _____

Chairperson Pastoral Council

Date _____