

Name of Parish:						
Name of Person Completing Information:			Date:			
			Yes	No	N/A	
Q 1 (a)	Diocesan Safeguarding Posters/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)						
<u>Comment:</u>						
			Yes	No	N/A	
Q 1 (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?					
<u>Comment:</u>						
			Yes	No	N/A	
Q 2 (a)	Volunteer/Staff Requirements: (Adults)					
	Have all volunteers /staff involved in the Parish: (Appendix 8)					
	• 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?						
<u>If No: Please comment</u>						

		Yes	No	N/A
Q 2 (b)	(Young people)			
	<ul style="list-style-type: none"> Has each parent/child signed a Joint Consent Form? (Appendix 24) 			
	<ul style="list-style-type: none"> Has each parent/child received a copy of the Information Leaflet for parents/children involved in Parish/Diocesan youth activities? 			
		Yes	No	N/A
Q 3 (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?			
Q 3 (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.			
Q 3 (c)	Indicate the Youth Ministries active in your parish <ul style="list-style-type: none"> 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) 			
Q 3 (d)	<ul style="list-style-type: none"> Has each group been approved to work within the Parish by the Parish Priest? 			
	<ul style="list-style-type: none"> Has each group been provided with the Information Pack for Parish groups involving children? 			
	<ul style="list-style-type: none"> Is each group complying with the requirement in the Information Pack for Parish groups involving children? 			
	<ul style="list-style-type: none"> Does each group maintain an up-to-date Attendance Register? (Appendix 22) 			
<u>Comment:</u>				

		Yes	No	N/A
Q 4	Safeguarding Representatives: Has the Parish appointed Parish Safeguarding Representative(s) who have been trained and vetted?			
<u>Comment:</u>				
		Yes	No	N/A
Q 5	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?			
<u>Comment:</u>				
		Yes	No	N/A
Q 6	Non-Church groups working with young people and using Church Property			
	• Has each group completed the appropriate Application Form? (Appendix 27)			
	• 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			
<u>Comment:</u>				
		Yes	No	N/A
Q 7	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?			
<u>Comment:</u>				

		Yes	No	N/A
Q 8	Storage of Records/Information:			
	• Are all safeguarding-related information/records stored securely?			
	• Where?			
<u>Comment</u>				
		Yes	No	N/A
Q9	Complaints/Concerns:			
	• Have any safeguarding complaints/concerns arisen?			
	• Have all safeguarding complaints/concerns been reported to the Designated Liaison Person/Director of Safeguarding?			
<u>Comment:</u>				

Signed: _____
Parish Priest

Date: _____

Parish Safeguarding Representative

Date: _____

Chairperson Pastoral Council

Date _____