

## Diocese of Limerick Safeguarding Children –Parish Audit Form 202\_\_

Name of Parish:		Pastoral Unit No:	
Name of Person Completing Information:		Date:	
		Yes	No
Q1 (a)	<b>(a) Diocesan Safeguarding Procedures/Leaflets:</b>		
	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)	<b>Volunteer/Staff Requirements: (Adults)</b>		
	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:			

		Yes	No
<b>Q2 (b)</b>	<b>(Young people )</b>		
	<ul style="list-style-type: none"> <li>Has each parent/child signed a Joint Consent Form? (Appendix 24 – Diocesan Safeguarding Website)</li> </ul>		
<b>If you have answered NO to any of the above please comment:</b>			
		Yes	No
<b>Q3 (a)</b>	<b>Young People in Ministry</b> 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?		
<b>If you have answered NO to any of the above please comment:</b>			
<b>Q3 (b)</b>	Who is responsible for keeping and maintaining this information? (Specify name and role in Parish)  _____  _____  <b>Note:</b> This is the responsibility of the Parish Priest unless delegated to another person such as the Parish Safeguarding Representative.		
<b>Q3 (c)</b>	<b>Indicate the Youth Ministeries active in your parish</b>		
	• 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>Q3 (d)</b>	• 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
<b>Q4</b>	<b>Safeguarding Representatives:</b> <ul style="list-style-type: none"> <li>Has the Parish appointed a Parish Safeguarding Representative(s) who has/have been trained and vetted?</li> </ul>		
Safeguarding Representative Name: _____ Tel: _____ Email: _____			
		Yes	No
<b>Q5</b>	<b>Training</b> <ul style="list-style-type: none"> <li>Have all Safeguarding Representatives and Leaders of Groups working with young people attended the One Day Training Programme?</li> <li>Have all other staff who have ministry with children attended a Safeguarding Information Session?</li> <li>Is there any other form of role-specific training which would enhance safeguarding in your parish?</li> </ul>		
<p><b>If you have answered NO to any of the above please comment:</b></p> <p><b>If YES to role specific training please specify:</b></p>			
		Yes	N/A
<b>Q6</b>	<b>Non-Church groups working with young people and using Church Property</b> <ul style="list-style-type: none"> <li>Has each group completed the appropriate Application Form and returned to the Parish Priest? (<i>Appendix 27 – Diocesan Safeguarding Website</i>)</li> <li>Has the Parish Priest given permission?</li> <li>Has each group provided a copy of: <ul style="list-style-type: none"> <li>a) Its own Insurance indemnifying the Church</li> <li>b) Its own Safeguarding Policy including Vetting</li> </ul> </li> </ul>		
<p><b>If you have answered NO to any of the above please comment:</b></p>			
		Yes	No
<b>Q7</b>	<b>Sacristy:</b> <ul style="list-style-type: none"> <li>Is the Sacristy Poster on display in the Sacristy?</li> <li>Is the Sacristy Protocol followed?</li> <li>Is the Sacristy sign in/out book always completed?</li> <li>Are visiting clergy asked for Celebret/Letter of Permission to Minister?</li> </ul>		
<p><b>If you have answered NO to any of the above please comment:</b></p>			

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

**Signed:**

\_\_\_\_\_  
**Parish Priest**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Parish Safeguarding Representative**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Chairperson Pastoral Council**

**Date** \_\_\_\_\_

**Date Received by Safeguarding Service:**

\_\_\_\_\_

**Any queries please contact Mr. Ger Crowley, Director of Safeguarding**  
**Tel: 087 3233564 : Email: [ger.crowley@limerickdiocese.org](mailto:ger.crowley@limerickdiocese.org)**