

NON-CHURCH GROUPS WORKING WITH CHILDREN AND USING CHURCH PROPERTY:

- Has the Parish Priest given permission for the group?
- Has each group signed the External Groups using Church Property Form SG-07 confirming that it has:
 - Its own Insurance indemnifying the Church
 - Its own Safeguarding Policy

SACRISTY:

- Are their appropriate supervision ratios in place for every activity?
- Is the Sacristy Register filled in?
- Is the Celebret Poster on display in the Sacristy?
- Are visiting clergy asked for Celebret/Letter of Permission to Minister?



THE STORAGE OF RECORDS AND INFORMATION:

- Are all safeguarding-related information/ records stored securely?

DEALING WITH COMPLAINTS OR CONCERNS:

- Have all safeguarding complaints/concerns been reported to the Designated Liaison Person?



CONTACT US:

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**SAFEGUARDING
CHECKLIST
FOR PARISHES
IN THE DIOCESE
OF ELPHIN**

VOLUNTEERS WHO WORK WITH, CHILDREN, YOUNG PEOPLE AND/OR VULNERABLE PERSONS WITHIN AND ON BEHALF OF THE PARISH SHOULD HAVE:

- Completed the appropriate Application form if applicable (SG-01)
- Completed Declaration forms(SG-02)
- Completed Garda vetting - Has the Parish retained 2 proof of identity documents for every person Vetted?
- Received the appropriate safeguarding information and/or training.
- Been advised as to the content of the diocesan safeguarding Parish Handbook
- Signed the Safeguarding Agreement to comply with the diocesan safeguarding policy & procedures (SG-03)



All forms and paperwork relating to the above should be securely stored locally.

PARISH SAFEGUARDING REPRESENTATIVE:

- Has the Parish appointed Parish Safeguarding Representative(s) who have been appropriately trained ?
- Is the Safeguarding Notice displayed in all porches and Church Buildings?



REGISTERS FOR GROUPS/ ORGANISATIONS, INVOLVING CHILDREN, ASSOCIATED WITH THE PARISH OR DIOCESE:

- Altar Servers. (Sacristy Register)
- Youth Choir (General Register)
- Adult Choir with children involved (General Register)
- Children's Liturgy (General Register)
- Other groups (General Register)

GROUPS/ORGANISATIONS INVOLVED WITH CHILDREN ON BEHALF OF THE PARISH:

- Has each group been approved to work within the Parish by the Parish Priest?
- Is each group complying with the requirement in the Safeguarding Children Handbook for Parish groups involving children?

CHILDREN INVOLVED IN MINISTRY:

- Has each parent/child signed a Joint Consent Form?(SG-04)
- Has each parent/child received a copy of the Information Leaflet for parents/children involved in Parish/Diocesan youth activities?



TRAINING:

- Have all Safeguarding Representatives and Leaders of Groups working with young people, attended Training?
- Have all other staff who have ministry with Children attended Training?