

Parish Audit

Each year during January and February, parishes must complete a Parish Audit Form and return it to the Diocese.

Non-Church Groups Working with Children and using Parish 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



Dealing with Complaints and Concerns:

All safeguarding complaints and concerns should be reported to the

Designated Liaison Person(s):

Mary Nicholson

086 - 3750277

Helen Diskin

087 - 0516888

For further information on safeguarding, contact:

Director of Safeguarding:

Mary Nicholson

mary@elphindiocese.ie

Safeguarding Checklist for Parishes



Western Province

Local Safeguarding Representative:

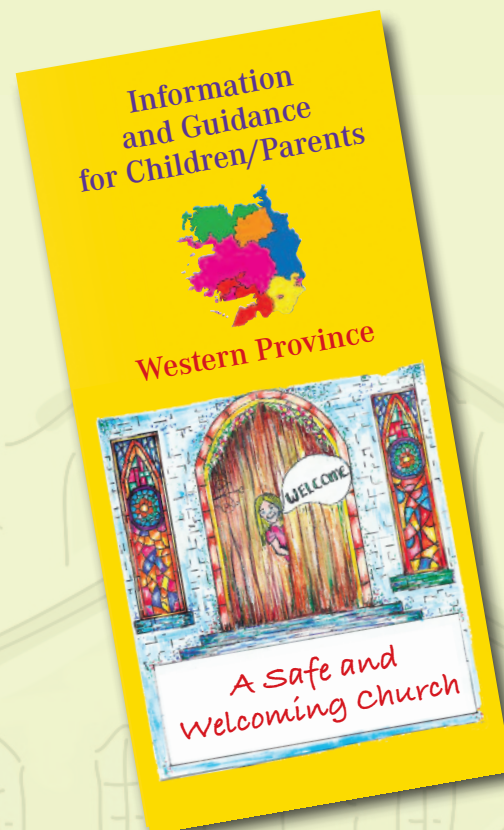
- Has the Parish appointed Local Safeguarding Representative(s)?
- Has the Local Safeguarding Representative received appropriate training from the Diocese?

Sacristy:

- Is the Sacristy Register in use?
- Is the Celebret Poster on display in the Sacristy?
- All visiting clergy should show their celebret or letter of good standing to be recorded in the Sacristy Register
- No one should be left alone with children/vulnerable persons in the Sacristy

Children Involved in Ministry:

- Has each Parent/Guardian and Child signed a consent form (SG-04)?
- Has each Parent/Guardian and Child received an Information and Guidance Leaflet?



Registers for Groups involving Children in the Parish:

- Altar Servers (Sacristy Register)
- Children's Liturgy (General Register)
- Youth choir (General Register)
- Adult choir with children involved (General Register)
- All other groups (General Register)

Groups working with Children in the Parish should:

- Have a current safeguarding poster displayed
- Have a risk assessment form completed (SG-06) and procedures in place including correct supervision ratios

All Volunteers who work with Children or Vulnerable Persons in the Parish should have:

- Completed the Application Form (SG-01)
- Completed the Garda vetting form and provided 2 proofs of identity which should be retained by the parish
- Completed the Declaration Form (SG-02)
- Received appropriate safeguarding information and/or training - certificate issued
- Been advised as to the content of the Parish Safeguarding Handbook and Safeguarding Vulnerable Persons Policy
- Signed the Safeguarding Agreement Form (SG-03)

All of these forms and paperwork should be securely stored in each Parish