WESTERN PROVINCE ANNUAL SAFEGUARDING PARISH REVIEW FORM

(THIS REVIEW IS A REQUIREMENT OF THE NATIONAL BOARD FOR SAFEGUARDING CHILDREN IN THE CATHOLIC CHURCH IN IRELAND)

NAME OF DIOCESE:

NAME OF PARISH:

NAME OF CHURCH:

PRIEST'S NAME (PP, ADM, Moderator, CC):

LOCAL SAFEGUARDING REPRESENTATIVE(S):

Name: _____ **Name:** _____

Address: _____ **Address:** _____

_____

Phone no: _____ **Phone no:** _____

Email: _____ **Email:** _____

Please complete all sections of this form

Section 1: Review of the safeguarding standards in your Parish.

Section 2: Youth Ministry Profile (identify where youth ministry is taking place).

This form must be signed by the Parish Priest and the Local Safeguarding Representative on page 5.

FOR OFFICE USE ONLY

Date Review was completed: _____ **Date Form was returned:** _____ **Date of Parish Support Visit:** _____

Comments: _____

_____

Section 1: Standards Review

- **Please answer each question by ticking the appropriate box.**
- **Children/Young People refers to anyone under the age of 18 years.**
- **Staff/Volunteers refers to Priest(s), Local Safeguarding Representative(s) and Adult Volunteer(s) identified in the Youth Ministry Profile Section (pages 6-8)**
- **Please answer all questions regardless of whether you have ministry with children or not.**

Standard -Leadership, Governance and Accountability	YES	NO	N/A
Are all Clergy aware of their legal obligation as a Mandated Person regarding reporting?			
Is the latest Diocesan Safeguarding Notice which includes the names and contact details for the Designated Liaison Person(s) and the Statutory authorities displayed in all Church properties? (Parish hall/Parish office/Church Porch)			
Is there a Celebret Notice displayed in your sacristy?			
Are Staff/Volunteers aware of contact details for the Diocesan Office of Safeguarding to avail of support, training and advice?			
If you have groups in your area whose first language is not English, do you have copies of the safeguarding message in accessible formats?			
Do the Priest and Local Safeguarding Representative provide support and monitor the level of safeguarding children best practice in the parish?			
Have Priest(s) and Parish Safeguarding Representative(s) completed approved training and In-service training?			
Have other Volunteers, such as Sacristans, Supervisors, Choir Leaders, and others who have **necessary and regular** contact with Children/Young people, received appropriate safeguarding training?			

Standard - Nurturing a Culture of Safeguarding	YES	NO	N/A
Has everyone working with children completed the appropriate safe recruitment form?			
SG-01 Safeguarding Recruitment Form. (*Character references sought for new volunteers /staff)*			
Garda E-Vetting Invitation Form which should be accompanied by 2 proofs of identity to verify the person's I.D. These proofs of identity and the disclosures should be retained securely by the Parish?			
Is there a Sacristy Register (Diocesan Standard) in use in the Sacristy? (signed before and after liturgical services irrespective of whether you have children's activities or not)			
Are General Registers (Diocesan Standard) in use? (Youth Groups, Choirs who meet for practice etc.)?			
Have you returned all used registers to the diocesan archive for filing and securely stored all safeguarding forms?			
Have Parents/Guardians & Children been made aware of the Codes of Behaviour, Complaints Procedure and Reporting Procedure for concerns and allegations?			
Have Parents/Guardians signed an SG-04 Form? This is the Child and Parent /Guardian Joint Consent Form.			
Are there appropriate supervision ratios (minimum of 2 adults) in place for each youth ministry activity identified in the Youth Ministry Profile Section of this form? (pages 6-8)			
Does every group working with children have access to the procedures for dealing with Accidents & Incidents? Are Accident/Incident forms (SG-02) in use and stored as per Diocesan Record Keeping Policy?			
Has every group working with children completed a Risk assessment Form (SG-06)?			
Has each written Risk Assessment form been reviewed in the past year?			
Is church policy in relation to use of internet, texting, emailing, photography, CCTV and Webcams followed?			
Is appropriate signage for CCTV and /or Webcam's in place?			

Standard – Nurturing a Culture of Safeguarding *cont'd*	**Yes**	**No**	**N/A**
Have you a Local Safeguarding Representative in place?			
Do children /young people know who they can speak to if they have a concern?			
Have all Parents/Children involved in ministry in your parish received the Information and Guidance leaflet?			
For all non-church groups working with children and young people and using church Property: (fill in not applicable if this does not apply to your Parish)			
Is there a register of all non-church groups using Church Property?			
• Have they signed an SG-07 form? (External Groups using Church Property)			
Visiting Clergy:			
• Have visiting clergy who minister for one off event provided evidence that they are in good standing (produced their Celebret/Letter of Good Standing) and signed the register?			
• Have you informed the Diocesan Office about Visiting clergy who are ministering in your parish on a regular basis or for longer than weekend cover, to obtain evidence of good standing and to allow the diocese to follow safe recruitment requirements? **This is a National Requirement.**			
• Have you informed the Diocese of Retired Priests (without an official appointment) living in your Parish?			

PARISH PRIEST /ADM/ MODERATOR SIGNATURE NEEDED:

There is nobody in Sacred Ministry in my Parish who has not completed the Diocesan Safeguarding Procedures for Visiting Clergy.

I have informed the Diocesan Office of all non-incardinated Clergy ministering in my Parish.

Signed: _____ Date: _____
(PP, ADM, Moderator)

STANDARD -Responding Pastorally and Reporting According to Civil and Canon Law	YES	NO	N/A
Have staff/volunteers been made aware of procedures for reporting concerns, disclosures, or allegations of abuse (Safeguarding Notice, Training, Diocesan Website).			
Have allegations /suspicions /concerns of child abuse been reported to the DLP?			

DON'T FORGET TO SIGN THIS SECTION OF THE FORM

Signed: _____ (Priest) Date: _____

Signed: _____ (Safeguarding Rep) Date: _____

Signed: _____ (Safeguarding Rep) Date: _____

ALTAR SERVERS YES ☐ NO ☐					
If Yes, please list the names of the Adults who are responsible for Supervision in the Sacristy, including those who may be on a rota of Supervision throughout the year. **Please note that it is a national requirement that all Staff/Clergy/Volunteers are re-vetted and re-trained every 3 years.**					
Name	**Role** (i.e., Sacristan, Supervisor of servers, Eucharistic minister- whose role involves supervising children)	Has this person been Vetted for the Parish in the last 3 years? Yes/No	Date of persons vetting Disclosure Please check this date from the Parish Files	Have they signed the **SG-01 Safeguarding Recruitment Form** Yes/No	Have they received Safeguarding Training in the last 3 years? Yes/No *(If yes please give date)*
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

Children's Choir/Mixed Choir YES ☐ NO ☐					
If Yes, please list the names of the Adults who are responsible for Supervision in the Sacristy, including those who may be on a rota of Supervision throughout the year. **Please note that it is a national requirement that all Staff/Clergy/Volunteers are re-vetted and re-trained every 3 years.**					
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1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

Other Youth Ministry: NAME: | **YES** ☐ **NO** ☐

Prayer/Liturgy Group,
Chaplaincy Catechism Class etc.

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1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

List the names of Parish Staff/Volunteers who require Safeguarding Training this year.

NAME	CHURCH	MINISTRY

All names submitted to the Director of Safeguarding will be retained securely in line with Diocesan Data Protection guidelines. Use extra sheet if necessary.