

Parish Audit:



Each year between November and December every Parish 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/Director of Safeguarding

Mr. Kevin Duffy
Newtownsmith
Galway

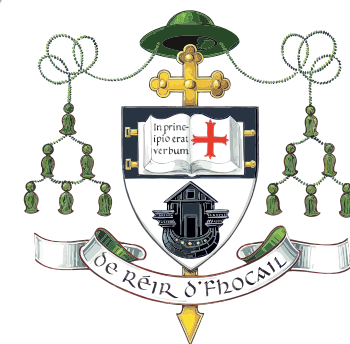
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Safeguarding Checklist / Guide



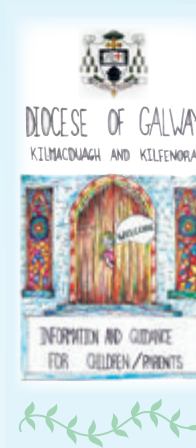
For Parishes in the Diocese
of Galway, Kilmacduagh
and Kilfenora

Local Safeguarding Representative:

- Has the Parish appointed Local Parish Safeguarding Representative(s)?
- Has the Local Safeguarding Representative received appropriate training from the Diocese?
- Have induction forms been signed and certificates of attendance issued?

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?



Groups working with Children in the Parish Should:

- Have safeguarding poster in place
- Have hazard assessment form complete (SG-06) and procedures in place including supervision ratios
- Make Parents/Guardian aware of complaints, whistleblowing, accidents, code of conduct and reporting procedures

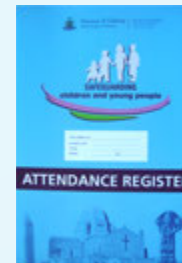
Sacristy:

- 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



Registers for Groups involving Children in the Parish:

- Altar Servers (Sacristy Register)
- Children's Liturgy (Attendance Register)
- Youth Choir (Attendance Register)
- Adult Choir with Children involved (Attendance Register)
- All other groups (Attendance Register)



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 copies of the Applicants 2 Identity Documents 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