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| **A Safe and Welcoming Church: Safeguarding Children Policy and Standards for the Catholic Church**  **Central Audit** |
| Thank you for completing this audit, and for the work that you have done and continue to do to ensure the highest standards in best practice in child safeguarding.  This audit is completed where there is ministry with children and the Church Authority is not managing any cases of abuse.  The purpose of this yearly audit is to review the safeguarding systems in place within your Church/congregation with a critical eye. To identify any gaps that might, if left open allow for risk to a child to develop. Where gaps are found to, ensure effective, robust and time bound action plans are in place to address the deficits.  This annual self-audit will provide assurances to your congregation, the wider community, the Church Leader, Provincial, Bishop or Superior that every measure to promote the welfare of Children, protect them from abuse or maltreatment and to enable them to have the best outcomes when involved in activities within the church have been taken.  Please feel free to call on any of the child safeguarding personnel if you have any questions or require assistance with the audit.  The audit should be completed centrally by representatives of the Church Authority. In order to complete this audit you may have had to send out the local versions in order to gather information from local areas of the order or the Diocese.  To complete please   1. Following thoughtful review of your evidence to meet the criteria choose an option Y/N. Criteria in place Y/ Criteria not in place N 2. Provide location of evidentiary proof of compliance and review dates in Column E 3. Note your actions to meet compliance in Column F |

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| **Year Under Review** |  |
| **Completed by** (Insert date)  **Return address** (insert address)  **Name of Church Authority**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **Name of Church Leader** |  |  |
|  | Name of Director/OF SAFEGUARDING |  |
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|  | Name of DLP |  |
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| **L** | **Standard: Leadership, Governance and Accountability** | **Audit Answer Y/N** | **Comments / Objective Evidence** | **Details ( Evidence as requested in Column D if evidence is not available this should then become an action i.e. to identify and log evidence that the criteria is in place)** | **Actions identified ( Required if audit answer is No)** |
| L1.A | A communication plan is in place and has been forwarded to each Parish/Local community(Religious) |  | Plan can be found at? Last review  date? |  |  |
| L2.C | Has each Parish/ Local Community(Religious) returned a local audit report inclusive of an action plan where relevant |  | Evidence of  each audit is held at? |  |  |
| L1.B | Have you as the Church Authority confirmed that safe guarding  information is in an accessible format and is displayed where appropriate |  | Evidence if each audit is held at |  |  |
| L1.D | The child safeguarding risk assessment is available to be viewed by any individual, this has been reviewed and updated (where required)  within the last 24 months |  | Plan can be found at? Last review  date? |  |  |
| L2.E | A Three-Year Child Safeguarding Plan is in place |  | List can be found at? Last review  date? |  |  |
| L2.F & L4.B | You have confirmed that each Parish/Local community(religious)  maintains a list of mandated persons and that training has been provided as required |  | Plan can be found at? Last review  date? |  |  |

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| L3.A | Are personnel involved in a safeguarding role aware of how to manage child protection allegations, suspicions, concerns or knowledge about Bishops or their Equivalents |  | Staff questioned on | |  |  |
| were able to identify the correct measures to  take. |  |
| L3.D | A crisis management plan is in place which can provide appropriate guidance in the event of a risk arising |  | Plan can be found at? Last review date? | |  |  |
| L3.E | Where an serious incident/ event occurred in the last 12 months a Serious incident review was undertaken |  | Redacted review can be found at?  Last review date? | |  |  |
| L4.B | Training appropriate to role including refresher training has been undertaken for Clerics, Male and Female Religious and Lay Personnel. |  | Plan can be found at? Last review  Date? | |  |  |
| L1.A | Details of the DLP are displayed in appropriate locations |  | Details of DLP and Deputy DLP can be found at  ?  Last review date? | |  |  |
| **S** | **Standard: Nurturing a culture of safeguarding** | **Audit Answer Y/N** | **Comments / Objective Evidence** | | **Details ( Evidence as requested in Column D if evidence is not available this should then become an action i.e. to identify and log evidence of that the criteria is in place)** | **Actions identified ( Required if audit answer is No)** |

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| S1.A | Safe recruitment practices are in place   * Clear job descriptions are provided? Yes/No * Application forms are completed?` Yes/No * References are sought and checked? Yes/No * Vetting is completed (if appropriate)? Yes/No * Declaration forms are complete? Yes/No * A safeguarding policy has been provided? Yes/No * A whistle-blowing policy has been provided? Yes/No |  | Policy and sample redacted file can be found at  ?  Last review  date? |  |  |
| S1.A | Character and personal references are sought for all personnel, a follow up call has been made to the referee |  | Personnel files can be found at  ?  Last review date? |  |  |
| S1.B | All Clerics, Male and Female Religious and Lay Personnel have  completed Garda vetting when taking up role and each 3 years subsequently |  | Plan can be found at? Last review  date? |  |  |
| S2.A | All personnel have completed or are in the process of completing an induction plan that covers all aspects of Child safeguarding and protection |  | Sample induction plan can be found at  ?  Last review  date? |  |  |
| S2.B | Basic Child Safeguarding awareness training has been delivered to all Clerics, Male and Female religious and Lay personnel |  | Proof of offer/delivery of training can be found at? Last review date? |  |  |
| S3.A | A code of Behaviour is in place and notified to all Adults involved in any activities with Children |  | Policy can be found at?  Last review date? |  |  |
| S4.A | A policy exists on providing support and supervision to all involved in a child safeguarding role |  | Plan can be found at? Last review  date? |  |  |

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| S5.A | Where activities with Children are organized by Clerics, Male and  Female religious and Lay personnel a risk assessment has been completed. |  | Risk assessments can be found at  ?  Last review  date? |  |  |
| S5.B | Where a ministry with Children is occurring The Child Safeguarding  Statement is in place, reviewed and updated every 24 months and is visible to all involved with the Church/ Religious body (Republic of Ireland only) |  | Statement can be found at? Last review date? |  |  |
| S5.C | Supervision ratios are notified to all involved in activities with Children within the Church/ Religious body. Ratios are always supported. |  | Proof of ratios can be found at  ?  Last review date? |  |  |
| S6.A | Where Church/ Religious property is used by external groups, those groups have confirmed in writing that their insurance and that they have a child safeguarding policy in place. |  | Copy of correspondence can be found at  ?  Last review  date? |  |  |
| S6.A | A register of all non-Church groups that use Church property is in place |  | Register can be viewed at?  Last review date? |  |  |
| S6.G | Where visiting Clergy, Religious, Lay Ecclesial Ministers, Seminarians attend the Church/ religious body confirmation of good standing has been viewed |  | Proof can be found at? Last review  date? |  |  |
| S7.B | Clerics, Male and Female religious and Lay personnel have received training/ viewed policy/ procedure on use of Technology, |  | Proof can be found at?  Last review date? |  |  |

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| S9.B | A complaints procedure is in place and available for anyone who wishes to raise a complaint |  | Complaints procedure and complaints received can be found at?  Last review date? |  |  |
| **R** | **Standard Responding Pastorally and reporting according to Civil and Cannon Law** | **Audit Answer** | **Comments / Objective Evidence** | **Details ( Evidence as requested in Column D if evidence is not available this should then become an action i.e. to identify and log evidence of that the criteria is in place)** | **Actions identified ( Required if audit answer is No)** |
| R1.A & R1. B | Clerics, Male and Female religious and Lay personnel have received training and awareness building on how and who to report safeguarding  concerns |  | Pathway for reporting can be found at? Last review  date? |  |  |