*****Safeguarding Trust* Audit Form**

*For use by Diocesan Support Teams*

DATE ……………………………………. YEAR ………………………………………

DIOCESE OF …………………………. PARISH OF ……………………………

**INCUMBENT/PRIEST IN CHARGE DETAILS**

NAME ………………………………………………………………………………………

ADDRESS …………………………………………………………………………………

………………………………………………………………………………………………

Phone (Home) ………………….……… (Mobile) ……………………………….…

Email …………………………………………………………………………………………

ATTENDED CLERGY / PANEL TRAINING Yes ⬜ No ⬜

APPROXIMATE DATE and VENUE ……………………………………………………

***Details of all panel members- for Safeguarding Board records and contact purposes only***

Name ………………………………………….

Address………………………………………….

………………………………………………….

Tel Home …………………………………….

Tel Office …………………………………….

Mobile …………………………………………

Email ………………………………………….

Attended panel training Yes ⬜ No ⬜

Approx. date/venue .......................................

Name ………………………………………….

Address………………………………………….

………………………………………………….

Tel Home …………………………………….

Tel Office …………………………………….

Mobile …………………………………………

Email ………………………………………….

Attended panel training Yes ⬜ No ⬜

Approx. date/venue .......................................

Name ………………………………………….

Address………………………………………….

………………………………………………….

Tel Home …………………………………….

Tel Office …………………………………….

Mobile …………………………………………

Email ………………………………………….

Attended panel training Yes ⬜ No ⬜

Approx. date/venue .......................................

Name ………………………………………….

Address………………………………………….

………………………………………………….

Tel Home …………………………………….

Tel Office …………………………………….

Mobile …………………………………………

Email ………………………………………….

Attended panel training Yes ⬜ No ⬜

Approx. date/venue .......................................

How often do the Panel meet?................................................................................................................

Do Panel members other than the Incumbent visit children’s / youth activities? Yes ⬜ No ⬜

………………………………………………….

**PRESENT AT EVALUATION (BLOCK CAPITALS PLEASE)**

|  |  |
| --- | --- |
| **PARISH PANEL** | **DIOCESAN SUPPORT TEAM** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

**RAISING AWARENESS OF *SAFEGUARDING TRUST* IN THE PARISH**

See *Safeguarding Trust Part1*

1. Did the select vestry provide the annual diocesan declaration that

*Safeguarding Trust* procedures are in place?Yes ⬜ No ⬜

1. If not, please provide reasons

………………………………………………………………………………………………

………………………………………………………………………………………………

1. Are notices displayed in church premises giving names and contact

details of panel members? Yes ⬜ No ⬜

1. Are the Child Safeguarding Statement displayed on all parish premises? Yes ⬜ No ⬜
2. How is the parish being informed about the implementation of *Safeguarding Trust*? (please tick)

Parish magazine ⬜ How often? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sermon/talks ⬜ How often? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish website ⬜ How often? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facebook page ⬜ How often? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other ⬜ What? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How often? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How are children being made aware of who panel members are and their role?

………………………………………………………………………………………………

**B. NEW APPOINTMENTS**

*See Safeguarding Trust Part 3*

1. In new appointments, in the parish, since the last Triennial audit:

(a) was there a job/role description? Yes ⬜ No ⬜

(b) were application forms used? Yes ⬜ No ⬜

(c) were applicants interviewed? Yes ⬜ No ⬜

(d) were references requested for each applicant? Yes ⬜ No ⬜

(e) was at least one reference checked by follow-up telephone calls? Yes ⬜ No ⬜

(f) was each preferred candidate subject to an Access NI check before taking

 up duty and no information returned to render his/her appointment unsuitable? Yes ⬜ No ⬜

(g) Did the successful applicants receive Safeguarding Trust training? Yes ⬜ No ⬜

(h) if yes, by whom? ………………………………………………..

1. was each person given a copy of the most up-to-date Safeguarding Trust? Yes ⬜ No ⬜

(j) Did each staff/volunteer sign a Declaration of Acceptance of

 Safeguarding Trust? Yes ⬜ No ⬜

2. Has the panel encountered any difficulty in the recruitment process?

 If yes, please outline

 ……………………………………………………………………………………………………..

 ……………………………………………………………………………………………………..

 ……………………………………………………………………………………………………..

**C. RECORD KEEPING**

See *Safeguarding Trust Part 6 and GDPR guidleines*

NB all records referred to below must be kept indefinitely

1. Is a filing system of records of staff and volunteers (including records of the recruitment

process) with children in place? Yes ⬜ No ⬜

1. Are membership registration forms sought for all children attending parish organisations?

Yes ⬜ No ⬜

1. Are attendance registers kept which list all children and staff/volunteers attending

 parish organisations? Yes ⬜ No ⬜

1. Are all records listed above and accident and incident books/documents

 securely stored? Yes ⬜ No ⬜

1. Can panel members access the records? Yes ⬜ No ⬜
2. Have complaints and disciplinary procedures been adopted and staff/volunteers,

 parents and children informed of them? Yes ⬜ No ⬜

1. Have grievances procedure been adopted and staff/volunteers informed of them?

 Yes ⬜ No ⬜

1. Has an anti-bullying policy been adopted and staff/volunteers informed of it? Yes ⬜ No ⬜
2. Has a communications policy been adopted and staff/volunteers informed of it?

 Yes ⬜ No ⬜

1. Has a working in partnership with parents/guardians policy been adopted and

staff/volunteers informed of it? Yes ⬜ No ⬜

*NB All such records must be kept indefinitely.*

**D. GENERAL WELFARE/SAFETY**

See *Safeguarding Trust Part 5*

1. Is there a health and safety statement in place for the premises used by

the children? Yes ⬜ No ⬜

Was the annual safety audit undertaken recently? Yes ⬜ No ⬜

Who undertook the annual safety audit? …………………………………………

1. Was the Health & Safety Risk Assessment of Activities undertaken recently? Yes ⬜ No ⬜

Who undertook the assessment? …………………………………………………….

1. Is there an evacuation procedure? Yes ⬜ No ⬜

Are assembly point(s) marked? Yes ⬜ No ⬜

Are there notices to make people aware of the procedure? Yes ⬜ No ⬜

1. Has each organisation held a fire drill in the last year? Yes ⬜ No ⬜
2. Is there a properly stocked first-aid kit on the premises? Yes ⬜ No ⬜

If yes, who has responsibility for maintaining it? ……………………………………………….

1. Is there a system in place to report accidents to the select vestry? Yes ⬜ No ⬜
2. Is Safeguarding Trust as standing item on the Select Vestry agenda so the panel can raise any matters? Yes ⬜ No ⬜

**E. INSURANCE**

See *Safeguarding Trust Part 2*

**NB In** the case of those parishes whose insurer is Ecclesiastical Insurance, the Representative Church Body has put in place a policy to provide those accused of an allegation of child abuse legal defence insurance in the event of a trial. Similar insurance should be arranged by those parishes whose cover is provided by other insurers.

The parish should also confirm that the parish’s insurer provides cover in the event of a civil claim against the parish, select vestry or any other party covered by the parish insurances being taken as a result of an allegation of child abuse or other misconduct against someone involved in parish activities.

1. Who is the parish insurer? Please note this should be name of the insurance company and not the name of the broker.

 ………………………………..……………………………………………………………...................

1. Has your parish received confirmation that the parish insurance has been extended

 to provide cover relating to child protection issues? Yes ⬜ No ⬜

1. If the answer to question 2 above is no, how will the parish be covered if a case is taken against it?

 ………………………………………………………………………………………......................

**F. COMMON PROTOCOL**

1. Is there a formal agreement with any external group/organisation which works/engages

 with children and which uses parish premises? Yes ⬜ No ⬜ N/A ⬜

1. If ‘Yes’ is the agreement reviewed annually? Yes ⬜ No ⬜
2. Please list organisations which have signed the agreement.

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**G. IMPLEMENTING PROCEDURES**

*See Safeguarding Trust Part 7*

1. Since the last evaluation have any panel members been contacted regarding

 a child protection concern? Yes ⬜ No ⬜

2. If yes, were details record in writing and filed? Yes ⬜ No ⬜

3. Were the statutory authorities informed? Yes ⬜ No ⬜

1. Was the bishop of the diocese informed? Yes ⬜ No ⬜
2. Was the child protection officer informed? Yes ⬜ No ⬜

**H. TRAINING REQUIREMENTS**

See *Safeguarding Trust –* **(insert section reference)**

Staff/volunteers currently working in parish Date training Refresher training

completed completed

1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are there any panel members who require training? Yes ⬜ No ⬜
2. Are there any clergy/staff/volunteers who require training? Yes ⬜ No ⬜

 If yes, please indicate approximate numbers ……………………………………………

1. Is there an annual review of staff and volunteers to assess ongoing training needs?

 Yes ⬜ No ⬜

1. Is there an annual training opportunity offered to all clergy/staff/volunteers?

Yes ⬜ No ⬜

**I. SPECIFIC SUGGESTIONS FROM THE PARISH**

In the event that further clarification is required, please give clearly the name, address and telephone number of a contact panel member. Use a separate sheet of paper if required.

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**ACTION PLAN FOR**

Parish Name ……………………………………………………………………………………….

Diocese ……………………………………………………………………………………….

Date ………………………………….

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ACTION REQUIRED** | **BY WHOM** | **WHEN** |
| A. RAISING AWARENESS OF *SAFEGUARDING TRUST* IN THE PARISH |  |  |  |
| B. NEW APPOINTMENTS  |  |  |  |
| C. RECORD KEEPING |  |  |  |
| D. GENERAL WELFARE / SAFETY |  |  |  |
| E. INSURANCE |  |  |  |
| F. COMMON PROTOCOL |  |  |  |
| G. IMPLEMENTING PROCEDURES |  |  |  |
| H. TRAINING REQUIREMENTS |  |  |  |
| I. SPECIFIC SUGGESTIONS FROM PARISH |  |  |  |

**ACTION BY THE DIOCESE, SUPPORT TEAM OR THE CHURCH OF IRELAND SAFEGUARIDNG BOARD**

IDENTIFY ANY ACTION REQUIRED BY THE BOARD OR BY THE VISITING DIOCESAN SUPPORT TEAM

|  |
| --- |
| **ACTION REQUIRED** |
| By the Safeguarding Board | By the diocesan support team |
|  |  |

VISITING REPORT COMPLETED BY (BLOCK CAPITALS)

SIGNATURE

DATE

INCUMBENT'S SIGNATURE

DATE

Please photocopy or complete in writing a signed second copy of this evaluation form and file it with your parish records.

A copy of the completed form will be sent by the diocesan team to the diocesan secretary and filed as part of a diocesan record. A copy of the sheet headed ‘Action Plan for’ The Church of Ireland Board of Education should be provided to the child protection officer to Church of Ireland House, 61-67 Donegall Street, Belfast BT1 2QH. The CPO may raise concerns directly with the parish or the bishop.

APPENDIX A

|  |  |  |
| --- | --- | --- |
| Organisation – Children’s  | No. of staff/volunteers | Approx. No. of members |
| Sunday School |  |  |
| Youth Club |  |  |
| Youth Fellowship |  |  |
| Badminton Club |  |  |
| Creche |  |  |
| Girls’ Friendly Society |  |  |
| Junior Choir |  |  |
| Homework Club |  |  |
| Parent & Toddler Club |  |  |
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| Other |  |  |
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| Organisation – Vulnerable Adults |  |  |
| Luncheon Club |  |  |
| Home Visiting Scheme |  |  |
| Senior’s Club |  |  |
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| Other |  |  |
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