Church of Ireland Safeguarding NI

Parish Return Northern Ireland 2024

All information completed on this form will be stored in compliance with GDPR regulations and added to our new database. This database is accessible only to RCB staff and personnel from Enclude, the charity contracted to develop the system and provide IT support.

The data will not be used by any parties other than your Diocesan office and the Safeguarding office. Email addresses and phone numbers will be used solely for sending information regarding safeguarding updates, support, and training opportunities. They will not be shared with any other parties.

By completing this form, you are providing consent on behalf of the parish and the panel members for the data to be added to the database.
The closing date for completing this form is **Friday, 27 June 2025.**
Once you complete the return, you will receive an email with a copy of your responses. This record will assist you when completing the form next year. If you need more time or wish to make changes, you can return to your form before submitting it.

This form must be completed for each select vestry. Separate forms should be completed for each select vestry in a group or union. Please do not amend a submitted form for a new select vestry, as this will overwrite previously submitted data.
If you have any queries, please contact your Diocesan Safeguarding and Compliance Lead.

* Indicates required question

1. Email *

2. Name of the person completing this return *

3. Role of the person completing this return *

4.   Name of Parish *

_____

5.   Parish category for safeguarding purposes *

Mark only one oval.

( ) Single Parish

( ) Union - one parish panel for all parishes in the union

( ) Group - each parish having its own parish panel

( ) Single Panel Group - one parish panel for all parishes in the group

( ) Missionary Partnership

( ) Other: _____

6.   Diocese *

Mark only one oval.

( ) Armagh

( ) Clogher

( ) Connor

( ) Derry (Derry and Raphoe)

( ) Down and Dromore

( ) Kilmore, Elphin and Ardagh

Safeguarding Policies

7.   Have Panel Members read the most up to date safeguarding policies published   *
     on https://safeguarding.ireland.anglican.org/   ?

Mark only one oval.

( ) Yes

( ) No

8. Are contact details of Parish Panel members clearly displayed in the Parish? *

Mark only one oval.

○ Yes

○ No

9. Does your Select Vestry have a complaints procedure for dealing with any issues regarding safeguarding? *

Mark only one oval.

○ Yes

○ No

10. Are you compliant with the Child Safeguarding policy in relation to the management of sex offenders attending church? *

Mark only one oval.

○ Yes

○ No

○ Working towards full compliance

○ Require support

○ N/A

11. Does the Parish have a health and safety policy? *

Mark only one oval.

○ Yes

○ No

12. Are relevant activities with children risk assessed? *

Mark only one oval.

( ) Yes

( ) No

( ) Working towards full compliance

( ) Require support

( ) N/A

13. Are your safeguarding records compliant with GDPR? *

Mark only one oval.

( ) Yes

( ) No

( ) Working towards full compliance

( ) Require support

14. Have any new staff or volunteers commenced work in the period covered by *
this return?

Mark only one oval.

( ) Yes

( ) No

15. Were all new staff and volunteers given a copy of, or directed to the website to *
read the relevant safeguarding policies?

Mark only one oval.

( ) Yes

( ) No

( ) N/A

16. Please indicate any support that you require to implement safeguarding policies.

_____

_____

_____

_____

_____

Parish Panel Members Information

Please provide the details for each member of your Parish Panel.
Normally, a Parish Panel consists of 3 members.
If you have additional members, please also add their details.

17.

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_____

_____

_____

18. Name of Panel member 1 *

_____

19. Email address for Panel member 1 *

_____

20. Contact number of Panel member 1 *

_____

21. Date when Panel member 1 last attended Child Safeguarding for Panel   *
    Members training?

_____

22. Name of Panel member 2 *

_____

23. Email address for Panel member 2 *

_____

24. Contact number of Panel member 2 *

_____

25. Date when Panel member 2 last attended Child Safeguarding for Panel   *
Members training

_____

26. Name of Panel member 3 *

_____

27. Email address for Panel member 3 *

_____

28. Contact number of Panel member 3 *

_____

29. Date when Panel member 3 last attended Child Safeguarding for Panel   *
Members training

_____

30.   Name of Panel member 4

_____

31.   Email address for Panel member 4

_____

32.   Contact number of Panel member 4

_____

33.   Date when Panel member 4 last attended Child Safeguarding for Panel
      Members training

_____

34.   Name of Panel member 5

_____

35.   Email address for Panel member 5

_____

36.   Contact number of Panel member 5

_____

37.   Date when Panel member 5 last attended Child Safeguarding for Panel
      Members training

_____

38.   *

Have all your clergy, staff and volunteers attended Safeguarding Trust training
in line with the Diocesan Training Strategy?

Mark only one oval.

⬭ Yes

⬭ No

⬭ Working towards full compliance

⬭ Require support

39.   How many AccessNI checks were carried out on behalf of the Parish? *

_____

40.   How many referrals regarding child safeguarding have been made to the   *
Parish Panel?

_____

41.   How many of these referrals were reported to Gateway and/or PSNI? *

_____

Adult Safeguarding

42.   How many referrals regarding adult safeguarding have been made to the   *
Diocesan Adult Safeguarding Panel?

_____

43.   How many direct referrals have been made regarding adults to Gateway or   *
PSNI?

_____

Compliance and Support

Last section, only a few more questions - nearly there!

44. Has this return been discussed and agreed by the Select Vestry? *

Mark only one oval.

( ) Yes

( ) No

45. Date of your last safeguarding audit by a member of the Diocesan Support *
Team

_____

46. Have all the matters (if any) raised from the safeguarding audit been
addressed?

Mark only one oval.

( ) Yes

( ) No

( ) Working towards full compliance

( ) Require support

( ) N/A

47. Has the Parish taken all reasonable measures to comply with the safeguarding *
policies?

Mark only one oval.

( ) Yes

( ) No

( ) Working towards full compliance

( ) Require support

48. What support, if any, from the Diocese or the Safeguarding Officer, would help to improve safeguarding within your parish? Please comment.

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