



### 3.1A TEMPLATE 2: ANNUAL CARE OF RECORDS CHECKLIST

Parish/Diocese of: \_\_\_\_\_

*This checklist should form the basis of one meeting of the panel each year.*

Date of Meeting: \_\_\_\_\_ Signed (*incumbent*): \_\_\_\_\_

<b>A</b>	Is there is a register of all church personnel working with children in the parish?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>B</b>	Have all church personnel at appointment been subject to an AccessNI/Garda vetting check if eligible?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>C</b>	Have all church personnel received appropriate information relating to the Child Safeguarding Policy which is appropriate to their role?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>D</b>	Have all Church personnel signed the Declaration of Acceptance of the Child Safeguarding Policy?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>E</b>	<p>Are all personnel records systematically filed and retained in line with Appendix E including the surname and forenames of the applicant, together with previous names?</p> <p>Records will include:</p> <ul style="list-style-type: none"> <li>• Application form</li> <li>• AccessNI check/Garda vetting check and note on whether the panel deemed that the person was suitable for appointment and forms of identification</li> <li>• References</li> <li>• Declaration of acceptance of the Child Safeguarding Policy</li> <li>• Any notes made by the parish panel during interviews.</li> <li>• Annual review/appraisal forms.</li> </ul> <p>The date of commencement of responsibility must be shown.</p>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>F</b>	Are these records kept in a secure filing system in line with Appendix E to which only the parish panel has access?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>



<b>G</b>	Is a register of church personnel maintained showing date of first appointment and subsequent appointments? The date of completion of service must be recorded in the register and on the personnel file.	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>H</b>	Are the personnel files of individuals who have completed service retained indefinitely?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>I</b>	Is there a register of safeguarding training attended by Church personnel?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>J</b>	Have the panel completed or ensured that leaders in charge of groups have completed the Annual Review with volunteers / Annual Appraisal with Staff?  Have any training needs been identified?  How will these needs be met?  Have any training opportunities been provided to staff/volunteers?	Yes: <input type="checkbox"/>  Yes: <input type="checkbox"/>  Yes: <input type="checkbox"/>	No: <input type="checkbox"/>  No: <input type="checkbox"/>  No: <input type="checkbox"/>
<b>K</b>	Have the panel requested and received the previous year's membership forms, parental consent forms and attendance records from each group operating under the Child Safeguarding Policy in the parish?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>L</b>	Have the panel reviewed any completed accident/incident report forms and reported to the Select Vestry as necessary?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>M</b>	Have the panel ensured that all the following notices are up to date and displayed on parish premises:  <ul style="list-style-type: none"> <li>• Safeguarding Information Poster</li> <li>• Children's Poster</li> <li>• Child Safeguarding Statement (ROI Only)</li> </ul>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>



<b>N</b>	Have complaints and whistleblowing procedures been adopted and staff/volunteers, parents and children informed of them?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>O</b>	Have grievance procedure been adopted and staff/volunteers informed of them?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>P</b>	Has an anti-bullying policy been adopted and staff/volunteers informed of it?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>Q</b>	Has a communications policy been adopted and staff/volunteers informed of it?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>R</b>	Has a working in partnership with parents/carers policy been adopted and staff/volunteers informed of it?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>S</b>	Has the parish completed an annual Safeguarding Return?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>