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)*:

A		
Is there is a register of all church personnel working with children in the parish?	Yes:	No:
B		
Have all church personnel at appointment been subject to an AccessNI/Garda vetting check if eligible?	Yes:	No:
C		
Have all church personnel received appropriate information relating to the Child Safeguarding Policy which is appropriate to their role?	Yes:	No:
D		
Have all Church personnel signed the Declaration of Acceptance of the Child Safeguarding Policy?	Yes:	No:
E		
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? Records will include: • Application form • AccessNI check/Garda vetting check and note on whether the panel deemed that the person was suitable for appointment and forms of identification • References • Declaration of acceptance of the Child Safeguarding Policy • Any notes made by the parish panel during interviews. • Annual review/appraisal forms. The date of commencement of responsibility must be shown.	Yes:	No:
F		
Are these records kept in a secure filing system in line with Appendix E to which only the parish panel has access?	Yes:	No:

G		
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:	No:
H		
Are the personnel files of individuals who have completed service retained indefinitely?	Yes:	No:
I		
Is there a register of safeguarding training attended by Church personnel?	Yes:	No:
J		
Have the panel completed or ensured that leaders in charge of groups have completed the Annual Review with volunteers / Annual Appraisal with Staff?	Yes:	No:
Have any training needs been identified?	Yes:	No:
How will these needs be met? (Complete on separate sheet)		
Have any training opportunities been provided to staff/volunteers?	Yes:	No:
K		
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:	No:
L		
Have the panel reviewed any completed accident/incident report forms and reported to the Select Vestry as necessary?	Yes:	No:
M		
Have the panel ensured that all the following notices are up to date and displayed on parish premises: • Safeguarding Information Poster • Children's Poster • Child Safeguarding Statement (ROI Only)	Yes:	No:

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