3.1B TEMPLATE 1: SAMPLE TRIENNIAL AUDIT

Date:	Year:
Diocese of:	Parish of:

INCUMBENT/PRIEST IN CHARGE DETAILS

Name:	
Address:	
	Postcode:
Tel Home:	Mobile:
Email:	
Attended Clergy / Panel Training?	Yes: No:
Approximate Date and Venue:	

DETAILS OF ALL PANEL MEMBERS

Name:	Name:
Address:	Address:
Tel Home:	Tel Home:
Tel Office:	Tel Office:
Mobile:	Mobile:
Email:	Email:
Attended Panel training Yes: No:	Attended Panel training Yes: No:
Approximate Date and Venue:	Approximate Date and Venue:

Name:	Name:
Address:	Address:
Tel Home:	Tel Home:
Tel Office:	Tel Office:
Mobile:	Mobile:
Email:	Email:
Attended Panel training Yes: No:	Attended Panel training Yes: No:
Approximate Date and Venue:	Approximate Date and 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	

A. RAISING AWARENESS OF SAFEGUARDING IN THE PARISH

1. Did the Select Vestry provide the annual diocesan declaration that Safeguarding procedures are in place? Yes: ☐ No: ☐

2. If not, please provide reasons:

3. Are notices displayed in church premises giving names and contact details for safeguarding issues? Yes: ☐ No: ☐

4. Is the Child Safeguarding Statement displayed on all Parish premises? Yes: ☐ No: ☐

(ROI Only)

5. How is the Parish being informed about the implementation of the Child Safeguarding Policy? *(please tick)*

Parish magazine	☐	How often?
Sermon/talks	☐	How often?
Parish website	☐	How often?
Facebook page	☐	How often?
Other	☐	What?
		How often?

6. How are children being made aware of relevant safeguarding contacts?

B. NEW APPOINTMENTS

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 who was eligible subject to a Garda Vetting check/AccessNI before taking up duty and no information returned to render his/her appointment unsuitable?	Yes:		No:	
(g) Did the successful applicants receive safeguarding training?	Yes:		No:	
(h) if yes, by whom?				
(i) Has each member of church personnel been given an induction in the Child Safeguarding Policy?	Yes:		No:	
(j) Did each member of church personnel sign a Declaration of Acceptance ***(1.5A Template 1)***?	Yes:		No:	

2. Have the Panel encountered any difficulty in the recruitment process? Yes: No:

If yes, please outline:

C. RECORD KEEPING

1. Is a filing system of records of staff and volunteers (including records of the recruitment process) with children in place?	Yes:	No:
2. Are membership registration forms sought for all children attending parish organisations?	Yes:	No:
3. Are attendance registers kept which list all children and staff/ volunteers attending parish organisations?	Yes:	No:
4. Are all records listed above and accident and incident books/ documents securely stored?	Yes:	No:
5. Can Panel members access the records?	Yes:	No:
6. Have the Vestry confirmed acceptance of the Child Safeguarding Policy and associated guidance?	Yes:	No:

NB All such records must be kept in line with GDPR.

D. GENERAL WELFARE/SAFETY

1. Is there a health and safety statement in place for the premises used by the children? Yes: No:

Was a health and safety risk assessment (including periodic inspections) undertaken recently? Yes: No:

Who undertook this and when?

2. Has a local safeguarding risk assessment of each activity with children been carried out? Yes: No:

3. 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:

4. Has each organisation held a fire drill in the last year? Yes: No:

5. Is there a properly stocked first aid kit on the premises? Yes: No:

If yes, who has responsibility for maintaining it?

6. Is there a system in place to report accidents to the Select Vestry? Yes: No:

7. Is Safeguarding a standing item on the Select Vestry agenda so the Parish Panel can raise any matters? Yes: No:

E. INSURANCE

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

2. Has your Parish received confirmation that the parish insurance has been extended to provide cover relating to child protection issues? Yes: No:

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

F. GROUPS WHO USE CHURCH PROPERTY (GUIDANCE 1.7A)

1. Has an agreement/procedure been put in place for any group/organisation who use church property and works/ engages with children in line with ***Guidance 1.7A***? Yes: No: N/A:

2. Please list organisations and relevant paperwork in place and date of last review:

G. TRAINING REQUIREMENTS

Staff/volunteers currently working in Parish	Date training completed	Date refresher training completed
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

1. Are there any Parish Panel members who require training? Yes: No:

2. Are there any staff/volunteers who require training? Yes: No:

If yes, please indicate approximate numbers

3. Do Panel members receive/access online the Safeguarding newsletter? Yes: No:

4. Is there an annual review of staff and volunteers to assess ongoing training needs? Yes: No:

5. Is there an annual training opportunity offered to all staff/volunteers? Yes: No:

H. 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.

ACTION PLAN FOR:

Parish Name:

Diocese of:

Date:

	Action Required	By Whom	When
A. Raising awareness of Safeguarding in the parish			
B. New Appointments			
C. Record Keeping			
D. General Welfare / Safety			
E. Insurance			
F. Groups Who Use Church Property			
G. Training Requirements			
H. Specific Suggestions from Parish			

ACTION BY THE DIOCESE, SUPPORT TEAM OR THE RCB SAFEGUARIDNG TEAM

Identify any action required by the board or by the visiting Diocesan Support Team

ACTION REQUIRED	
By the RCB Safeguarding Team	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.

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		