STANDARD 3: COMPLYING

3.1A GUIDANCE ON ENSURING COMPLIANCE

Each diocese should have a system for monitoring compliance with the Child Safeguarding Policy which should include the following elements:

- The Bishop of the Diocese and Diocesan Council(s) must set up a Diocesan Support Team and Diocesan Child Safeguarding Panel.
- Safeguarding is a standing item on the agenda for various governance bodies, including Select Vestry, where updates regarding the proactive aspects of safeguarding are given and with due regard for confidentiality.
- Select vestries or their equivalent must complete annual safeguarding returns which report on their safeguarding compliance to the Diocesan Support Team ***(3.1A Template 1)***.
- The Diocesan Support Team should complete a triennial audit of the implementation of the Safeguarding Policy in parishes and diocesan bodies ***(Guidance 3.1B)***.
- The Diocesan Support Team must produce a plan for each parish or diocesan body for action. This can form part of an overall safeguarding plan ***(Guidance 3.2A)*** for the Diocese which should include a training strategy ***(Guidance 1.5C)*** and communication plan ***(Guidance 1.6A)***.
- The Diocesan Support Team reports to Diocesan Council and submits an Annual Report on its activities and overall safeguarding plan for inclusion in the Diocesan Synod Book of Reports.

3.1A TEMPLATE 1: EXAMPLE ANNUAL SAFEGUARDING RETURN

GENERAL INFORMATION

All information completed on this form will be stored in compliance with data protection regulations by the Diocesan Support Team and names and contact details of Parish Panel members shared with the RCB Safeguarding Team. This database is accessible only by relevant diocesan personnel and RCB staff (for Parish Panel names and contact details). Data shared with the RCB will be stored on a cloud-based database which RCB staff and personnel from Enclude (the charity contracted to develop the system and to provide IT support for the database) will be able to access.

The data will not be used by any parties other than the Diocese and RCB. 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 Parish Panel members for the data to be added to the database.

The closing date for completing this form is:

[INSERT DATE]:

This form must be completed for each Select Vestry and shared with the Diocesan Support Team. Separate forms should be completed for each Select Vestry in a group or union.

If you have any queries, please contact your Diocesan Safeguarding and Compliance Lead.

1. Email*:

2. Name of the person completing this return*:

3. Role of the person completing this return*:

4. Name of Parish*:

5. Type of Parish*: *(Tick one)*

- ☐ 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:

** Indicates required question*

6. Diocese*: *(Tick only one)*

- [ ] The National Cathedral of the Church of Ireland Armagh
- [ ] Cashel Ferns and Ossory
- [ ] Clogher
- [ ] Cork, Cloyne and Ross
- [ ] Dublin and Glendalough
- [ ] Kilmore, Elphin and Ardagh
- [ ] Meath and Kildare
- [ ] Derry and Raphoe
- [ ] Tuam, Limerick and Killaloe
- [ ] Connor
- [ ] Down and Dromore

7. Has this return been discussed and agreed by the Select Vestry?* Yes: [ ] No: [ ]

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.

If your Parish Panel has fewer than the required three members, please provide the reason and outline the steps you are taking to address this.

8. Name of Panel member 1*:

9. Email address for Panel member 1*:

10. Contact number of Panel member 1*:

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

** Indicates required question*

12. Name of Panel member 2*:

13. Email address for Panel member 2*:

14. Contact number of Panel member 2*:

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

16. Name of Panel member 3*:

17. Email address for Panel member 3*:

18. Contact number of Panel member 3*:

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

20. Name of Panel member 4*:

21. Email address for Panel member 4*:

22. Contact number of Panel member 4*:

23. Date when Panel member 4 last attended Child Safeguarding for Panel Members training?*

24. Name of Panel member 5*:

25. Email address for Panel member 5*:

26. Contact number of Panel member 5*:

27. Date when Panel member 5 last attended Child Safeguarding for Panel Members training?*

28. Are Panel members familiar with the latest update to the Child Safeguarding Guidance published on *https://safeguarding.ireland.anglican.org/*? Yes: No:

** Indicates required question*

INDICATOR 1.1

29. Have any new members of church personnel commenced work or volunteering in the period covered by this return? Yes: No:

30. How many of the new members of church personnel are working or volunteering with children?

31. Of the new members of church personnel outlined in question 29, have they been recruited appropriately in line with the requirements in ***Guidance 1.1***? Yes: No:

32. How many Garda Vetting or AccessNI checks were carried out on behalf of the Parish? Please indicate in figures whether these were new checks or revetting?

New vetting or AccessNI checks *[INSERT FIGURE]:*

Revetting *[INSERT FIGURE]:*

INDICATOR 1.2

33. Have all members of church personnel been provided with a copy of the code of behaviour? ***(See Guidance 1.2A)*** Yes: No:

34. Have all groups that the Parish are responsible for have a code of behaviour in place for the children who participate? Yes: No:

INDICATOR 1.3

35. Do all activities with children (which the Parish are responsible for) have a local safeguarding risk assessment completed?* Yes: No:

Working towards full compliance: Require support: N/A:

36. (ROI ONLY) Have you developed and displayed a Child Safeguarding statement as required under the Children First Act (2015)? Yes: No:

37. Does the Parish have a health and safety statement and relevant health and safety risk assessment (including periodic inspections) completed? Yes: No:

INDICATOR 1.4

38. Does your Select Vestry have a complaints and whistleblowing (if required) procedure for dealing with any issues regarding safeguarding which are not allegations of abuse? Yes: No:

** Indicates required question*

INDICATOR 1.5

39. Have all church personnel been provided with an induction in child safeguarding and have signed a declaration of acceptance ***(1.5A Template 1)***?

Yes: ☐ No: ☐ N/A: ☐

40. Have all members of church personnel attended relevant child safeguarding training in line with the Diocesan Training Strategy?

Yes: ☐ No: ☐ Working towards full compliance: ☐ Require support: ☐

INDICATOR 1.6

41. Are relevant contacts clearly displayed in the Parish and where children's activities (for which the Parish are responsible) take place?* Yes: ☐ No: ☐

INDICATOR 1.7

42. Do groups who use church property to work with children have appropriate paperwork complete in line with ***Guidance 1.7A*** and ***1.7B***? Yes: ☐ No: ☐

INDICATOR 2.5

43. Are you compliant with the Child Safeguarding Policy in relation to the Persons of Concern attending church?

Yes: ☐ No: ☐ Working towards full compliance: ☐ Require support: ☐

** Indicates required question*

COMPLIANCE

44. Are your safeguarding records compliant with GDPR? See Appendix E for assistance.*

Yes: No: Working towards full compliance: Require support:

45. What was the 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?

Yes: No: Working towards full compliance: Require support:

47. What support, if any, from the Diocese or the Safeguarding Team, would help to improve safeguarding within your Parish? Please comment.

** Indicates required question*

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 (If required) • Child Safeguarding Statement (ROI Only)	Yes:	No:

N		
Have the Vestry confirmed acceptance of the Child Safeguarding Policy and associated guidance?	Yes:	No:
Have church personnel, parents/carers and children been informed about relevant procedures from the Child Safeguarding Policy?	Yes:	No:
O		
Has the parish completed an annual Safeguarding Return?	Yes:	No: