3.1B GUIDANCE ON THE TRIENNIAL AUDIT

The triennial audit is conducted with each parish and diocesan body operating under the Child Safeguarding Policy to ensure their compliance and implementation of the policy.

The triennial audit is undertaken by the Diocesan Support Team meeting, face to face, with the Parish Panel at a mutually convenient time and in the Parish (usually in the premises where relevant records are held in order to access same). When doing a triennial audit of a diocesan body (e.g. Diocesan Youth Council), it may be more appropriate for the management committee and staff of the diocesan body to meet with the Diocesan Support Team to complete the audit.

Parish triennial audits can take between 30 minutes and 2 hours to complete depending on the parish and the number of children's ministry activities taking place and the number of staff and volunteers in the parish and how organised their records are. Triennial audits of diocesan bodies will vary in length depending again on number of activities, etc.

Audit process:

1. The Diocesan Support Team should notify the Parish/diocesan body that their triennial audit is due to take place and arrange a mutually convenient date and time to meet.
2. The Diocesan Support Team member can email a copy of the audit form ***(3.1B Template1)*** in advance to the Parish Panel members (or equivalent) so they can prepare for the meeting.
3. The Diocesan Support Team member will use information on the last annual return ***(Guidance 3.1A)*** to double check the personnel in the Parish are the same. These have to be agreed in advance with the Parish and consent sought from the data subject to allow the Diocesan Support Team member to view their record, or alternatively each of these records can be amended to include a privacy statement that the records are also available to the Diocesan Support Team as part of the audit process.
4. The Diocesan Support Team member will complete the audit by asking questions to the Parish Panel and seek the evidence for answers as follows:
   a. Ask to see the Panel notices displayed on premises.
   b. Ask to see the Child Safeguarding Statement (ROI only) displayed on premises.
   c. Ask to see the children's information poster displayed on premises.
   d. Once the Panel have answered the questions on the new appointments, ask to see a number of files for staff/volunteers and check that the contents correspond with the answers. These have to be agreed in advance with the Parish and consent sought from the data subject to allow the Diocesan Support Team member to view their record (i.e. there is an application form, references, interview notes, vetting disclosure, identification documents, declaration of acceptance, annual review forms).
   f. Ask to see previous years' attendance records (the Panel should have received these from groups at the end of each year for safekeeping in the Panel SGT filing cabinet).

g. Ask to see a sample of relevant procedures that are in place from the Child Safeguarding Policy
h. Ask to see health and safety statement and last safety audit undertaken.
i. Ask to see latest local safeguarding risk assessment of activities.
j. Ask to see where the evacuation procedures are displayed.
k. Ask to see where the assembly point is marked.
l. Ask to see accident/incident report forms/books.
m. Ask to see agreements in place for external groups using church property.

Where an answer is no to an item, then if the Diocesan Support Team member has access to the previous audit/evaluation, they will check and see if the item was outstanding at the last audit and whether it was included in an action plan.

5. Where possible, the Diocesan Support Team should provide the Parish with a list of all those who have attended training from the Parish within the Diocese. The Diocesan Support Team member will go through the list with the Panel and delete any of these no longer involved as staff or volunteers with children's activities. This will allow the Diocesan Support Team to identify any new staff and volunteers who need training and any current staff and volunteers that require refresher training in line with the Diocesan Training Strategy.

6. When the Diocesan Support Team member has finished going through all the questions, they will go back through them and see where the answers have been NO and identify the actions that need to be taken to change those answers to YES and put these actions into an action plan for the Parish.

   The Diocesan Support Team member will then go through the action plan with the Panel and ask them to identify who is best in place to ensure the individual items on the action plan are achieved and agree a timeframe for them to be completed by. Some actions can be undertaken in a short time frame (e.g. putting up notices), some will require a longer time frame (e.g. agreeing policies, having select vestries adopt them and circulate to workers), whilst some will be ongoing items which cannot be given a definitive time frame (e.g. ensuring that all steps in recruitment process are undertaken).

   Following the audit, the completed audit form ***(3.1B Template 1)*** is emailed to all members of the Panel so they have a copy for their records. Audit forms will also be emailed to the Bishop / Bishop's secretary / Diocesan Office / Diocesan Secretary at agreed times during the year to ensure that the diocesan records are complete. If anything is raised by Panel members at the audit that needs to be dealt with by the RCB Safeguarding Team, it is advisable to contact them as soon as possible following the audit.

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:

Address:

Tel Home:

Tel Office:

Mobile:

Email:

Attended Panel training Yes: No:

Approximate Date and Venue:

Name:

Address:

Tel Home:

Tel Office:

Mobile:

Email:

Attended Panel training Yes: No:

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 of Parish Panel members? 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 who Parish Panel members are and their role?

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:	
	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 the annual safety audit undertaken recently? Yes: No:

Who undertook the annual safety audit?

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		
Other		