

**Safeguarding Checklist
for Parishes
in the
Diocese of Ossory**



ARE SAFEGUARDING POSTERS DISPLAYED AT EYE LEVEL IN ALL CHURCH PORCHES, SACRISTIES AND CHURCH BUILDINGS ?

- Safeguarding Policy Statement
- Diocesan Child Safeguarding Statement
- Code of Conduct for Adults
- Code of Conduct devised by young people for young people and displayed where young people meet
- Celebret request in sacristy

HAVE ALL CHURCH VOLUNTEERS

- been provided with clear job descriptions?
- completed the relevant sections of Application Form SG-01 ?
- received induction training?
- been familiarised with Diocesan whistle-blowing guidelines?

HAVE ALL VOLUNTEERS WHO WORK WITH YOUNG PEOPLE UNDER 18 YEARS

- completed all sections of the Application Form SG-01?
- completed a Garda Vetting form NVB1? Is this current?
- received appropriate safeguarding information and /or training?
- been advised as to the content of the diocesan safeguarding Parish Handbook?
- Is evidence of reference checking for volunteers who work with young people available on file?

HAVE PARISH SAFEGUARDING REPRESENTATIVE(S)

- been appointed and appropriately trained?

GROUPS/ORGANISATIONS INVOLVED WITH CHILDREN ON BEHALF OF THE PARISH

- Has each group been approved to work within the Parish by the Parish Priest?

- Is each group complying with the requirements in the Safeguarding Children handbook for Parish Groups involving children?
- Has each group leader carried out a Risk Assessment for the group?
(See Sample Risk Assessment on www.ossory.ie/safeguarding/documents)

DO GROUPS INVOLVING CHILDREN ASSOCIATED WITH THE PARISH USE SIGN-IN REGISTERS? e.g.

- Altar servers (Sacristy Register)
- Altar server practice for special liturgies, feasts etc
- Youth Choir
- Adult choir where young people are involved
- Children's Liturgy Group
- AIM HIGH groups
- Other group meetings involving persons under 18 years

CHILDREN INVOLVED IN MINISTRY:

- Has each parent/child signed the Activities / Media Consent Form SG-04?
- Has each parent/child received a copy of the Information Leaflet for parents/children involved in Parish Activities

TRAINING:

- Have all leaders of groups working with young people attended full day of training?
- Have all other staff who have ministry with Children attended Training?

NON-CHURCH GROUPS WORKING WITH CHILDREN AND USING CHURCH PROPERTY

- Has the Parish Priest given permission for the group?
- Has each group signed the External Groups using Church Property Form SG-07 confirming that it has:
 - its own Insurance indemnifying the Church
 - its own Safeguarding Policy

SACRISTY:

- Are there appropriate supervision ratios in place?
- Are visiting clergy asked for Celebret/letter of Permission to minister?

THE STORAGE OF RECORDS AND INFORMATION:

- Does the Parish have a secure filing system for all completed safeguarding documents, registers etc.?
- Are blank copies of the Accident/Incident form SG05 and General Complaints form SG08 available where groups involving young people meet – e.g. Sacristy, Parish Hall etc
- Are safeguarding information leaflets readily available in churches, halls etc?

GARDA VETTING:

- Is Garda Vetting for all volunteers who work with children current?
It is policy in the Diocese of Ossory that Garda Vetting be renewed every three years.

DEALING WITH COMPLAINTS OR CONCERNS:

- Have all safeguarding complaints / concerns been reported to the Designated Liaison Person?

CONTACT US

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