**Safeguarding Children, Young People and Adults at Risk**

**Parish Safeguarding Self-Assessment**

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| **National Catholic Safeguarding Standard** | **Yes** | **No** | **Action** |
| **Standard 1. Committed leadership, governance and culture** | | | |
| * Have you appointed a Parish Safeguarding Officer? |  |  |  |
| * Is safeguarding children, young people and adults at risk a standing agenda item for your Parish Council? |  |  |  |
| **Standard 2. Children are safe, informed and participate** | | | |
| * Do you display contact details for child advocacy services and child helpline telephone numbers, and explain their use to children? |  |  |  |
| * Are you displaying a poster explaining the rights and responsibilities of children? |  |  |  |
| **Standard 3. Partnering with families, carers and communities** | | | |
| * Have you informed the community of the diocesan Children, Young People and Adults at Risk Safety Policy? (Evidence: Parish Bulletin, display in church foyer) |  |  |  |
| * Have you made families, carers and the community aware of who holds leadership roles within the parish and the nature of the roles such as priest of the parish, PSO, Parish Council, etc? (Evidence: Parish bulletin/notice) |  |  |  |
| **Standard 4. Equity is promoted and diversity is respected** | | | |
| * Do you actively consider diverse needs of children and adults at risk in your parish? (Evidence: Through your Parish Council or sacramental programs) |  |  |  |
| * Do you display child-friendly posters/materials to suit children of all ages and ensure these cover both the rights of the child and how to report a concern? |  |  |  |
| **Standard 5. Robust human resource management** | | | |
| * Do you ensure that visiting clergy follow the diocesan protocol and use the Visiting Clergy Register? (Evidence: Copy of the Register) |  |  |  |
| * Does your parish have employee and volunteer role descriptions and where appropriate conduct reference checks? |  |  |  |
| * Do you have a record of each volunteer, his/her role and contact details? |  |  |  |
| * Do all employees and volunteers have a current WWCC as required by the diocesan WWCC and Police Check Policy and have they signed a Code of Conduct declaration? |  |  |  |

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| **National Catholic Safeguarding Standard** | **Yes** | **No** | **Action** |
| **Standard 6. Effective complaints management** | | | |
| * Are you documenting concerns or complaints and seeking advice from the Coordinator for Professional Standards? (Evidence: Copy of complaints register) |  |  |  |
| * Have you displayed the poster entitled “If you see something that concerns you, say something”? |  |  |  |
| **Standard 7. Ongoing Education and Training** | | | |
| * Have all priests, parish employees and volunteers engaged in parish activities with children completed the working with children and young people online safety module? |  |  |  |
| * Have all new volunteers received a volunteer pack containing diocesan safeguarding materials? |  |  |  |
| **Standard 8. Safe physical environments** | | | |
| * Have you conducted a risk assessment and control plan for all parish activities involving children in your parish? |  |  |  |
| **Standard 9. Policies and procedures support child safety** | | | |
| * Have the diocesan Statement of Commitment, the Children, Young People and Adults at Risk Safety Policy, and Safeguarding Code of Conduct been formally adopted by the Parish Council and are they on your parish website? |  |  |  |
| **Standard 10. Regular Improvement** | | | |
| * Can you identify changes you have made in the parish to improve the way children, young people and adults at risk are protected from potential harm? |  |  |  |