

Diocese of Ballarat

Parish self-audit

The data entered will be used only for the purpose indicated in the form. It may be accessed only by those with responsibility for managing files.

To be completed annually by the Canonical Authority.

Name of parish Year

Person/s completing audit

Please list Church-related activities which involve children in this parish (inc school activities)

1		4	
2		5	
3		6	

1. Developing a culture of safety

(a) Is the summary of the Diocesan Code of Conduct for Caring for Children prominently displayed?

<input type="checkbox"/>	Church porch
<input type="checkbox"/>	Parish centre
<input type="checkbox"/>	Sacristy
<input type="checkbox"/>	Parish website

(b) Are copies of the Safeguarding Children and Vulnerable Adults Policy available to persons taking positions of authority?

<input type="checkbox"/>	Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	<input type="checkbox"/>	<input type="checkbox"/>
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(c) Are copies of the Code of Conduct for Caring for Children available to persons taking positions of authority?

<input type="checkbox"/>	Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	<input type="checkbox"/>	<input type="checkbox"/>
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(d) Are the contact details of the Coordinator for Professional Standards available in the parish office?

<input type="checkbox"/>	Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	<input type="checkbox"/>	<input type="checkbox"/>
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(e) Is there a sign in/out book for?

<input type="checkbox"/>	Sacristy
<input type="checkbox"/>	Choir
<input type="checkbox"/>	Other activities with children

(please state activity)

(f) Does each parish group involving children have an appropriate number of volunteers to supervise activities?

	Altar servers
	Choir
	Other activities with children

(please state activity)

2. Online Learning

(a) Have all parishioners registered to do so completed the Diocesan online learning module about protecting children and vulnerable adults?

Y		N	
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(b) Have all priests and religious completed the online learning module?

Y		N	
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3. Responding to concerns

(a) Have all the staff and volunteers been made aware of the procedure for reporting allegations or disclosures of abuse referred to in the Code of Conduct for Caring for Children?

Y		N	
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(b) Have any reports/concerns/complaints been reported to the Coordinator for Professional Standards within the last 12 months?

Y		N	
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4. Implementing Diocesan Code of Conduct for Caring of Children

(a) Have the Parish Safeguarding Officer (where appointed) and clergy completed approved safeguarding children training? (Complete details below)

Y		N		Partial	
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Name	Year of Training			
		Y	N	
		Y	N	
		Y	N	
		Y	N	
		Y	N	

		Y	N	
		Y	N	
		Y	N	

(b) Does the Parish Safeguarding Officer (where appointed) provide support to the volunteers and check that all safeguarding procedures outlined in the Code of Conduct for Caring for Children are complied with?

(c) Is there structured regular contact between the Parish Safeguarding Officer (if appointed) and the Parish Priest (and with the Parish Pastoral Council, if applicable)

How often in the year?

(d) Have information sessions on safeguarding policy and procedures been conducted for relevant staff and volunteers?

Year completed:

(e) Do clergy, staff and volunteers who require a Working with Children (WWC) check have a current WWC card?

Y		N	
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(f) Is the WWC check register up to date?

Y		N	
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(g) Have clergy, staff and volunteers who require a Police Check applied and information received?

Y		N	
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Signed: (Parish Priest) Date:

Signed: (Safeguarding Officer) Date:

Following completion of the audit process, is there any follow-up action to be taken?
If you require assistance from the Coordinator for Professional Standards or have any suggestions or comments on improving our safeguarding procedures, please state below.

