

**Safeguarding Checklist
for Parishes
in the
Diocese of Kildare & Leighlin**



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

- Safeguarding Policy Statement signed by Bishop Nulty
- Above in Polish or other languages if required
- Code of Conduct devised by young people for young people and displayed where young people meet
- Celebret request in sacristy
- Towards Healing / Towards Peace posters on display

HAVE ALL CHURCH VOLUNTEERS

- been provided with clear job descriptions?
- completed the relevant Application Form?
- received induction training?
- been familiarised with Diocesan safeguarding and whistle-blowing guidelines?

HAVE ALL VOLUNTEERS WHO WORK WITH YOUNG PEOPLE UNDER 18 YEARS

- completed the relevant Application Form?
- 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 Website and leaflets and been made aware of the code of conduct?
- 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 safeguarding requirements including safe recruitment procedures and correct supervision?
- Has each group leader carried out a Risk Assessment for the group?
(See Sample Risk Assessment on www.kandle.ie in the safeguarding section)

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
- JP2 groups
- Other group meetings involving persons under 18 years

CHILDREN INVOLVED IN MINISTRY:

- Has each parent/child signed the Activities / Media Consent Form ?
- 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 and those in a supervisory role attended a full day of training and a refresher every three years?
- Have all other staff/volunteers who have ministry/contact with Children/vulnerable adults attended an Information Training Session and a refresher every three years.?

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 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 and General Complaints form 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 personnel who work with children/vulnerable adults current? *It is the policy in the Diocese of Kildare & Leighlin 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 (DLP)?

CONTACT US

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