



**Form 11 - 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 parish priest and the Parish Safeguarding Officer/s.

Name of parish	Year
Persons completing audit	

Please list Church-related activities which involve children in this parish

1.	2.
3.	4.
5.	6.

**1. Developing a culture of safety**

Are there Parish Safeguarding Officers in place?  Yes  No Number \_\_\_\_\_

Is the diocesan Safeguarding poster with contact details for the Safeguarding Director and Safeguarding Officers prominently displayed?  Church Entry  Parish Centre  Sacristy  Parish Website

Are copies of the Parish Safeguarding Policy available on request?  Yes  No

Are the contact details of the Parish Safeguarding Officers available in the parish office?  Yes  No

Is there a sign in/out book for?  Sacristy  Choir  Other activity with children

NB: This is best practice only, not a requirement.

\_\_\_\_\_  
Please state activity



Have all persons working with children provided a current Working With  Yes  No

Children card and is an up-to-date database kept and maintained?

If not, state reasons why: \_\_\_\_\_

Have all persons working with children signed a Form 2 Declaration?  Yes  No

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

- Altar Servers  
 Choir  
 Other activity with children

\_\_\_\_\_  
Please state activity

Are all forms in place (ie) Recruitment, Consent and Incident, and kept up to date?  Yes  No

Is there provision for storage of documentation relating to all aspects of the safeguarding procedures?  Yes  No

Are all records securely stored in the parish office?  Yes  No

Who has access to the records? \_\_\_\_\_

Are all facilities compliant with health and safety standards?  Yes  No

## ***2. Responding to concerns***

Have all the staff and volunteers been made aware of the Procedure for responding to concerns, suspicions, allegations or disclosures of abuse?  Yes  No

Have all staff and volunteers signed the Form 18 Handbook declaration?  Yes  No  
NB: This is a requirement.

Have any reports / concerns / complaints been reported to the Parish Safeguarding Officer/s within the last 12 months?  Yes  No

## ***3. Implementing diocesan Safeguarding Policy***

Have all children involved in parish activities received the

- Altar Servers  
 Choir  
 Other activity with children

Form 12 Code of Behaviour for children taking part in Church Activities?

\_\_\_\_\_  
Please state activity



Do the Parish Safeguarding Officers provide support to the volunteers and check that all safeguarding procedures are complied with?  Yes  No

Is there structured, regular contact between Parish Safeguarding Officers and the priests (and with the Parish Pastoral Council, if applicable)?  Yes  No

How often in the year? \_\_\_\_\_

Have Parish Safeguarding Officers and clergy completed approved safeguarding children training? (Complete details below)  Yes  No  Partial

Name	Training	Year of Training	Update Session	
			Yes	No

Have information sessions on safeguarding policy and procedures been attended by relevant staff and volunteers? Year Completed \_\_\_\_\_

Signed Parish Priest \_\_\_\_\_ Date \_\_\_\_\_

Signed Safeguarding Officer \_\_\_\_\_

Signed Safeguarding Officer \_\_\_\_\_



Following completion of the audit process, is there any follow-up action to be taken?

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If you require assistance from the Diocesan Safeguarding Coordinator, or have any suggestions or comments on improving our safeguarding procedures, please state below:

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Parish Safeguarding Officers and Clergy please retain this form in parish records and forward a copy to:

**Aidan Mitchell**  
**Safeguarding Officer - Diocese of Broome**  
**T:** 0408 018 682  
**E:** [Safeguarding@broomedioocese.org](mailto:Safeguarding@broomedioocese.org)  
**A:** PO Box 76 Broome WA 6725