

Parish Self-Evaluation Tool & Audit preparation

PARISH NAME: **Audit Date:**

- Put a PSR contact and Safeguarding awareness poster on your parish noticeboard (and all visible places in the parish). This poster needs to show your PSR's name, surname and dedicated safeguarding email address for contact.
- Confirm that the PSR accesses their RCDOW safeguarding email address at least once a week (this account can also – with appropriate safety codes to enhance security and data protection – be installed on mobile phones to make the access easier and faster.)
- Confirm that the Diocesan policy for DBS re-checks to be completed every 3 years is implemented at the parish for all those legally requiring a DBS for any regulated activities.
- Confirm that a “Parish Report” is requested by the PSR or Parish Administrator from the Safeguarding office (Email: dbsadmin@rcdow.org.uk) to check the current status of all volunteers and paid staff DBSs.
- Keep a log with the basic details of all volunteers, parishioners, temporary staff or visiting clergy who have enrolled and completed their EduCare online Safeguarding online modules.
- Confirm that the “Creating a Safer Environment” document on the CSSA website (<https://rcdow.org.uk/att/files/caring%20safely%20for%20others%20%28final%20version%29.pdf>) has been read. Ensure that all activity group leaders download, print, familiarise with the same document which contains the main guidance to provide appropriate safeguarding arrangements during on and off-site activities involving everyone, especially vulnerable groups like children and/or adults at risk.
- Have a calendar of Safeguarding actions that are refreshed on a yearly basis, to support the PSR's role and tasks, and to allow cooperation with all activity group leaders, the parish priest and the parish administrator.
- Create a static “Safeguarding Corner” in the church which consists of a small table/wall in an accessible area of the parish where safeguarding literature and leaflets, including EduCare (safeguarding online modules) can be viewed by any attending member of the parish.

If you require any assistance with these checklist above, please email:

safeguardingadmin@rcdow.org.uk

The Safeguarding Team - Vaughan House, 46, Francis Street, London SW1P 1QN (020 7798 9356)