



Archdiocese of Tuam

# Safeguarding Checklist for Parishes in the Archdiocese of Tuam

## Volunteers who work with, children, young people and/or vulnerable persons within and on behalf of the parish should have:

- Completed the appropriate Application form if applicable (SG-01)
- Completed Declaration forms(SG-02)
- Completed Garda vetting - Has the Parish retained 2 proof of identity documents for every person Vetted?
- Received the appropriate safeguarding information and/or training.
- Been advised as to the content of the diocesan safeguarding Parish Handbook
- Signed the Safeguarding Agreement to comply with the diocesan safeguarding policy & procedures (SG-03)

All forms and paperwork relating to the above should be securely stored locally.

## Parish Safeguarding Representative

- Has the Parish appointed Parish Safeguarding Representative(s) who have been appropriately trained ?
- Is the Safeguarding Notice displayed in all porches and Church Buildings?

## Registers for Groups/ Organisations, Involving Children, Associated With The Parish or Diocese

- Altar Servers. (Sacristy Register)
- Youth Choir (General Register)
- Adult Choir with children involved (General Register)
- Children's Liturgy (General Register)
- Other groups (General Register)

## 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 requirement in the Safeguarding Children Handbook for Parish groups involving children?

## Children Involved in Ministry

- Has each parent/child signed a Joint Consent Form?(SG-04)
- Has each parent/child received a copy of the Information Leaflet for parents/children involved in Parish/Diocesan youth activities?



## Training

- Have all Safeguarding Representatives and Leaders of Groups working with young people, attended Training?
- Have all other staff who have ministry with Children attended Training?

## 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 SG-07 confirming that it has:
  - Its own Insurance indemnifying the Church
  - Its own Safeguarding Policy.

## Sacristy

- Are their appropriate supervision ratios in place for every activity?
- Is the Sacristy Register filled in?
- Is the Celebret Poster on display in the Sacristy?
- Are visiting clergy asked for Celebret/ Letter of Permission to Minister?

## The storage of records and information:

Are all safeguarding-related information/ records stored securely?

## Dealing with complaints or concerns

Have all safeguarding complaints/concerns been reported to the Designated Liaison Person?

**Phone: 093-70434 or 0868345585**

**Email: [safeguarding@tuamarchdiocese.org](mailto:safeguarding@tuamarchdiocese.org)**

**[www.tuamarchdiocese.org](http://www.tuamarchdiocese.org)**