



A safe Church for everyone

Parish Safeguarding Checklist

MEETING THE NATIONAL CATHOLIC SAFEGUARDING STANDARDS

Australian Catholic Safeguarding Standards Ltd. 2022

Meeting the indicators in the National Catholic Safeguarding Standards	
Definitions	
N	“Not Addressed” - the indicator is not addressed or the entity or is unable to demonstrate that the requirements are in place and/or are operating effectively and continuously.
I	“Initial/Ad-Hoc” - the entity has commenced to address the indicator, however processes are ad-hoc or are applied on a case-by-case basis.
D	“Defined and Developed” - the entity has addressed the indicator and is in the process of implementing the requirements.
M	“Managed and Measurable” - the entity has demonstrated that indicator requirements are formally embedded and are operating effectively and continuously.

Standard 1 – Committed Leadership, Governance and Culture							
Expected Controls	Yes	No	Comments\Evidence	Assessment			
				M	D	I	N
1) Is the Parish Secretary/Priest aware of the Diocesan Child Safeguarding Policy, Commitment Statement and Code of Conduct?							
2) Is there a process in place to ensure new workers and volunteers have been provided with the Code of Conduct and have read and/or signed it?							
3) Do Parish personnel know the purpose and the role of the Diocesan Safeguarding Committee?							
4) Do Parish personnel know the purpose and the role of the							

Standard 1 – Committed Leadership, Governance and Culture							
Expected Controls	Yes	No	Comments\Evidence	Assessment			
				M	D	I	N
Diocesan Safeguarding Co-ordinator?							
5) Does the Parish have their own safeguarding co-ordinator/champion?							
6) How is the importance of child safety communicated to personnel and volunteers?							
7) What process is in place to review safeguarding risks and practices at a Parish level? Are safeguarding risks recorded, monitored and reviewed? Is there a Parish risk register?							
8) Is there a Parish council and do they discuss safeguarding as a standing agenda item?							
9) Does the Parish council keep the Parish community informed about issues relating to the protection of children and how safeguarding risks are managed?							

Standard 2 – Children are safe, informed and participate Standard 3 – Partnering with families, carers and communities Standard 4 – Equity is promoted and diversity is respected							
Expected Controls	Yes	No	Comments/Evidence	Compliance Assessment			
				M	D	I	N
10) Does the Parish engage with children, families and							

Standard 2 – Children are safe, informed and participate Standard 3 – Partnering with families, carers and communities Standard 4 – Equity is promoted and diversity is respected							
Expected Controls	Yes	No	Comments/Evidence	Compliance Assessment			
				M	D	I	N
community regarding its safeguarding policies/practices? What information is provided to them? Are children’s safeguarding resources available in multiple formats – e.g. audio, visual, cartoon, diagrams, etc							
11) Does the Parish engage with non-English speaking children and/or families? Are communication methods appropriate?							
12) Does the Parish engage with special needs children, e.g. children with disability and are communication methods appropriate?							
13) How does the Parish communicate that child safety is a shared responsibility? How does the Parish encourage families, carers and communities to communicate, promote dialogue and provide feedback on safeguarding practices?							
14) Does the Parish consider inclusiveness and diversity in its safeguarding activities? How is this demonstrated?							
15) Does the Parish participate in civic engagement activities and/or campaigns which promote safeguarding awareness?							

Standard 5 – Robust Human Resource Management							
Expected Controls	Yes	No	Comments/Evidence	Compliance Assessment			
				M	D	I	N
16) Does the Parish have a volunteer register and is it up to date?							
17) Is there a system in place to monitor the expiration of WWCC for Parish personnel and volunteers?							
18) Has the Parish recruited any personnel or volunteers recently? Are positions assessed for the expected level of contact with children?							
19) Are position descriptions available for staff and volunteers which outlines their safeguarding responsibilities and obligations?							
20) What is the process if a volunteer/staff member has a negative result or negative change in their WWCC and/or police check?							
21) Are Parish personnel and/or volunteers subject to supervision and annual review?							
22) What is the process to check credentialing requirements for any clergy/religious visiting to the Parish?							
23) Are there any clergy or religious working in the parish who have come from overseas? What training/induction/mentoring and support requirements are in place for overseas personnel?							

Standard 6 – Effective Complaints Management							
Expected Controls	Yes	No	Comments/Evidence	Compliance Assessment			
				M	D	I	N
24) How does the Parish inform parishioners and the community of the process to raise concerns/complaints? Are complaint handling processes child-friendly and accessible to children?							
25) Is there a standard record keeping template to record any concerns, incidents or complaints? What information is kept?							
26) Where is the complaint information stored and is it secure?							
27) What is the process for investigating/dealing with the complaint? Are there clear procedures on how to deal with different complaints, e.g. Breaches of Code of Conduct, disclosures, allegations or concerns? How do the procedures differ between a child bringing forward a complaint and an adult? How are complaints monitored/escalated? How are conflicts of interest (if any) addressed and managed?							
28) What risk assessment is conducted when there is a complaint and/or incident?							
29) What processes are in place for dealing with the police and/or regulatory bodies? Does the Parish Secretary/Priest know and understand the regulations/protocols in this area?							

Standard 7 – Ongoing education and training							
Expected Controls	Yes	No	Comments/Evidence	Compliance Assessment			
				M	D	I	N
30) Does the Diocese require all Church personnel (and new starters) to undertake a safeguarding induction program? When are they required to complete this program by? What are their working restrictions prior to completing this program (e.g. can they work in activities without children etc?)							
31) Are there procedures in place to record who has completed training units or modules and when they participated in this training? Are there processes in place to follow-up where personnel have not done the required training and/or remove them from ministry/rosters until such training is completed?							

Standard 8 – Safe Physical and Online Environments							
Expected Controls	Yes	No	Comments/Evidence	Compliance Assessment			
				M	D	I	N
32) Has the Parish conducted a child safeguarding risk assessment for each of the Parish activities/ministries?							
33) Has a risk assessment been conducted for pastoral home visits where children may be present, including a record of any visit and a minimum of two people (where practical) to attend?							
34) How is the sacrament of reconciliation performed for							

Standard 8 – Safe Physical and Online Environments							
Expected Controls	Yes	No	Comments/Evidence	Compliance Assessment			
				M	D	I	N
children? Consider both school groups (sacramental program) as well as ad-hoc/individual visits by children during weekly confession times.							
35) How is the vesting for any children altar servers managed? Are there separate vesting areas for clergy and lay people? If not, how is the safeguarding risk managed?							
36) Does the Parish have a policy for the use of social media? How is this monitored and managed?							
37) Are filters/fire walls installed on Parish computers to ensure that inappropriate web sites cannot be accessed?							
38) Are there procedures in place to manage known offenders who may be worshipping in the community? What risk assessment is conducted and are formal agreements put in place?							
39) Does the Parish Secretary/Priest consider the risks posed to children arising from any third parties engaged by the Parish and what due diligence is conducted to ensure that the third party has appropriate child safeguarding policies and practices?							
40) Does the Parish Secretary/Priest conduct sufficient due diligence on all third parties who use the entity's facilities to ensure child safeguarding policies and practices are in place?							

Standard 9 – Continuous Improvement							
Expected Controls	Yes	No	Comments/Evidence	Compliance Assessment			
				M	D	I	N
41) What processes are in place within the Parish to continually refine their child safeguarding practices? Is there a safeguarding improvement plan at the Parish level?							
42) What process is in place for the Parish to provide feedback to the Diocese on potential changes/improvements to child safeguarding policies and/or practices?							
43) Is there a process in place for Parishes to share information or best practices with each other and/or share resources?							

Standard 10 – Policies and Procedures support Child Safety							
Expected Controls	Yes	No	Comments/Evidence	Compliance Assessment			
				M	D	I	N
44) What policies and procedures for child safeguarding apply in this Parish? Are policies and procedures accessible in easy-read formats?							
45) How are policies and procedures disseminated to staff and volunteers? Are they easily accessible?							
46) How are policies and procedures disseminated to children, families, carers and communities?							
47) Are the Parish policies, procedures and practices regularly							

Standard 10 – Policies and Procedures support Child Safety							
Expected Controls	Yes	No	Comments/Evidence	Compliance Assessment			
				M	D	I	N
reviewed and updated, in particular where new ministries are undertaken or Parish activities are expanded?							