SAFEGUARDING SELF-REVIEW TOOL FOR PARISHES/CATHOLIC ENTITIES

This self-review tool is a helpful process by which each entity or organisation within the family of the Catholic Church in Aotearoa New Zealand can identify its own safeguarding practices being implemented and the areas to be developed.

1. **Who/what is this Self-review Tool for?**
   This Self-review Tool is for you - the Catholic entity or organisation completing it. It gives a framework for looking at your safeguarding practices in detail against the expectations of the Safeguarding Standards. Once completed, it can be used to determine next steps in the development of those practices.

2. **Who is expected to attend?**
   The Parish Priest or Entity Leader who is ultimately responsible for safeguarding in their entity, the Local Safeguarding Representative, the person responsible for police vetting administration, a member of Parish Council or a member of Senior Leadership, any group leaders responsible for volunteers and consider inviting some volunteers.

3. **Why are these questions numbered as they are?**
   The questions are linked to the indicators for each of the five Safeguarding Standards. Most indicators have only one question relating to it, but others may have more.

4. **Can groups in the parish/entity complete a self-review in their teams/communities and feedback to a central parish/entity review, in a shared responsibility bitesize approach?**
   Absolutely, a parish/entity may decide to ask each ministry, e.g., Eucharistic Ministers, Liturgy of the Word for Children, Lectors etc, or other parish groups, i.e., St Vincent de Paul, Legion of Mary, Couples for Christ, Jesus Youth, etc. to conduct a self-review using this self-review tool. This bitesize approach then feeds back to the overall parish review to consolidate. The approach supports the shared responsibility to safeguarding and identifies gaps across all ministries and groups for recommendations.

5. **Do we need to answer all the questions?**
   Please answer all questions, even if you are unsure if they apply to you or not. Which answer to put? The possible responses are 'Yes', 'Partly' 'No', Unsure' and N/A. If you don't think a question applies to your Catholic entity or organisation, please answer 'N/A' (not applicable).

6. **What should we write in the 'Other considerations/action points' box?**
   If there are any other points that you need to note, either for your organisation's reference or for follow-up action, then these boxes are a good place to note that down.

7. **Do we have to provide evidence for this?** Yes. In the review you may be asked to show evidence, e.g., proof that volunteers who are required to be police vetted meet this requirement and renewal dates are recorded. Your parish/entity may also form part of the three-year diocesan external review by the National Office for Professional Standards (NOPS).

8. **What happens post review?**
   A summary DRAFT Report of the review will be sent to the Parish Priest/Entity Leader who will have the opportunity to review and input. Once approved and notified, a final version will be sent, and the Parish Priest/Entity leader is asked to attest to the report and commit to implementing the recommendations.

SAFEGUARDING SELF REVIEW TOOL FOR PARISHES AND CATHOLIC ENTITIES

Post review create a "Safeguarding Action Plan" outlining the action required, by whom and a timeframe. This supports monitoring continual improvements in safeguarding matters in the parish/catholic entity. Link to Template "Safeguarding Action Plan"

STANDARD 1 – COMMUNICATING THE CHURCH'S SAFEGUARDING MESSAGE

Church entities appropriately communicate the Church's safeguarding message.

1.1		YES	PARTLY	UNSURE	NO	N/A
	Is planning in place that sets out the ways that the Church's safeguarding message is communicated and kept up to date?					

Consider:

What a plan could include:

- *Dates throughout the year when safeguarding workshops are scheduled/planned.*
- *Communication to ensure key safeguarding messages are consistently communicated through publications, leaflets, or articles on safeguarding.*
- *A summary of the annual or biennial Safeguarding Review to be shared and included in newsletters, website and other channels as appropriate.*
- *Contact details of Safeguarding Representatives publicly displayed and easily contactable and regularly announced across all mediums.*
- *Communication and promotion of where people can access the National Safeguarding Policy and Guidelines.* **www.safeguarding.catholic.org.nz**
- *Information for the "people in the pews" who are not volunteers to know about safeguarding and what it looks like in your parish/entity.*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

1.2		YES	PARTLY	UNSURE	NO	N/A
	Are safeguarding posters translated into languages other than English as appropriate to the entity's community, or communicated in ways that meet needs?					

Consider:

- *Check this link for posters in other languages relevant to your community.* [Documents & Policies - National Office for Professional Standards (catholic.org.nz).](#) *If you cannot find posters in a language you require, please email Clodagh Ward on* [cward@cdoc.nz](#)
- *Think about the different communities and groups who worship in the parish/entity and people for whom English is not a first language. Are safeguarding communications accessible to them? Are they aware of how to raise a safeguarding concern and to who?*
- *Safeguarding Workshops are offered for all communities? Book with the diocesan safeguarding officer.*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

1.3.1		YES	PARTLY	UNSURE	NO	N/A
	Are posters displayed prominently and publicly showing contact details for the National Office for Professional Standards (NOPS) 0800 114622					

Consider:

- *Are the NOPS 0800 posters displayed in high visible locations and publicly available e.g., online etc?*
- *Are other safeguarding posters i.e., Safeguarding Purple Poster listing easy to read contact details for the "Local Safeguarding Representative" or "Parish Safeguarding Contact"*
- *Is the orange "Two Adult Practice Poster" in spaces where children and vulnerable adults' activities take place and where Altar Servers change?*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

1.3.2		YES	PARTLY	UNSURE	NO	N/A
	Are 'Complaints Process' posters displayed prominently and publicly?					

Consider:

- *How do people know who to go to if they wish to raise a concern or a complaint?*
- *How is this communicated and where is it displayed in public and in administrative spaces?*
- *Are people aware of the 'Zero-Tolerance for abuse' commitment by the diocese outlined in the purple poster? How is this commitment communicated?*
- *Is the use of language with reference to a safeguarding culture where there is "Zero-Tolerance for abuse" part of volunteer inductions?*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

1.3.3		YES	PARTLY	UNSURE	NO	N/A
	Is the caller response sheet, entitled "what to do if you receive a call or visit about abuse or harm' clearly visible for front-line staff?					

Consider:

- *Is this sheet clearly visible in administrative and/or other appropriate places for quick and easy access by front-line staff and all other personnel who answer landlines?*
- *Is it in the presbytery or living accommodation of the priests/religious?*
- *Are, clergy and staff trained and aware of how to respond appropriately if they receive a call about abuse or harm on their mobile?*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

1.3.4		YES	PARTLY	UNSURE	NO	N/A
	Are training schedules and other relevant safeguarding information openly and actively promoted to the entity's community?					

Consider:

- *Is there a person delegated to ensure the promotion of safeguarding events?*
- *Where are the safeguarding workshops advertised and what media channels used?*
- *Are expectations of attending safeguarding training part of volunteer inductions and best practices regarding recruitment of volunteers and discernment of ministries understood?*
- *Is the requirement of attendance at safeguarding workshops communicated to parish/entity leaders who have responsibility for ensuring the volunteers they lead attend?*
- *Are leaders aware of the dates for upcoming safeguarding workshops on the diocesan safeguarding website, www.cdocsafeguarding.nz*
- *Are leaders aware of the resources available to them on the safeguarding website?*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

1.4		YES	PARTLY	UNSURE	NO	N/A
	Where property is used by external groups, are records kept of their acceptance of the Church's safeguarding expectations prior to use?					

Consider:

- *Is there a register of all groups catholic or otherwise who are attached to your Church?*
- *Are external group aware that users of the facilities adhere to safeguarding expectations?*
- *Before booking and promoting events that include children and/or vulnerable adults, from external groups, catholic or otherwise, is evidence sought by the parish/entity that the group agree to adhere to safeguarding expectations or provide a copy of their own child protection or safeguarding policy?*
- *Has each group signed the Safeguarding Provision Agreement with the booking form?. Download the agreement template:* RESOURCES | Safeguarding (cdocsafeguarding.nz)

STANDARD 2 – SAFE PRACTICES

Church entities provide environments that are welcoming, nurturing, and safe.

2.1.1		YES	PARTLY	UNSURE	NO	N/A
	Is there a plan explaining how safeguarding practices are carried out and monitored? ***Template Plan available on cdocsafeguarding.nz***					

Consider:

A plan would include:

- *Recommendations from the safeguarding review*
- *Area for improvement*
- *Action Required*
- *By Whom*
- *Timeframe to completed action.*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

2.1.2		YES	PARTLY	UNSURE	NO	N/A
	Where risk factors have been identified, is there a plan in place to monitor or mitigate/remove those risks?					

Consider:

- *Are risks and management strategy plans (RAMS), that include safeguarding matters, written and communicated effectively, for all activities that include children, youth, and vulnerable adults.*
- *Who is responsible for reviewing, approving, and responding to activity risk factors and when does this occur? I.e., RAMS forms for activities that include children and vulnerable adults.*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

2.2		YES	PARTLY	UNSURE	NO	N/A
	Is local iwi consulted to ensure practices align with local tikanga?					

Consider:

- *Is input from local iwi considered to ensure appropriate use of te reo and practices that value local tikanga?*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

2.3.1		YES	PARTLY	UNSURE	NO	N/A
	Do all recruitment processes, for both volunteers and paid employees, reflect safeguarding recommendations including police vetting and reference checking?					

Consider:

- *Are leaders aware of their responsibilities related to safeguarding requirements when recruiting/inducting new volunteers?*
- *Is there a Local Safeguarding Representative appointed and police vetted and do parishioners/worshipers know who this is and how to contact them?*
- *Is there a clear role description for each volunteer and paid employee that include the safeguarding requirements to be met? Role descriptions link to the website:* RESOURCES | Safeguarding (cdocsafeguarding.nz)
- *Is there an up-to-date register kept of all volunteers associated with the parish/entity?*
- *Do records capture safeguarding requirements to be met and evidenced? i.e.*
1. *Police Vetted and renewal date if the role requires vetting.*
2. *Attended a Safeguarding Workshop and date of attendance.*
3. *Signed a Code of Conduct and Volunteer Agreement.*
4. *Aware of the Safeguarding Website. www.cdocsafeguarding.nz*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

2.3.2		YES	PARTLY	UNSURE	NO	N/A
	Is one person nominated to manage vetting considerations?					

Consider:

- *Are those who give their consent to be police vetted aware of who manages their police vet results and how results are managed?*
- *Is the police vetting fact sheet for volunteers made available in advance of consent to those who are required to be police vetted? Police Vetting | Safe Church Safeguarding (the Catholic Diocese Of Christchurch) (cdocsafeguarding.nz)*
- *Are priests, staff, and leaders aware that all information related to police vetting for parishes and entities is available on the website. www.cdocsafeguarding.co.nz*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

2.4		YES	PARTLY	UNSURE	NO	N/A
	Is the approved testimonial completed for clergy, seminarians, religious or those in any form of consecrated life who are visiting or have recently arrived from overseas, and who intend to minister in Aotearoa New Zealand					

Consider:

Is the parish aware of the requirements to be meet by religious visiting or ministering in NZ? Refer to NOPS link here Documents & Policies - National Office for Professional Standards (catholic.org.nz)

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

2.5		YES	PARTLY	UNSURE	NO	N/A
	Is the signed Code of Conduct held for each volunteer and paid employee?					

Consider:

- *Are Code of Conducts provided to volunteers in accessible languages in addition to English and Te Reo? Link for Code of Conduct, other languages:* www.safeguarding.catholic.org.nz
- *Are accurate, clear, and dated records kept of who has signed a Code of Conduct?*
- *If a volunteer ceases activity within the parish/entity, agreements and Code of Conduct hardcopy forms are required to be securely disposed of within 12 months.*
- *What information is required to be retained regarding volunteers who cease to volunteer, by way of a summary for 7 years? See Parish Records Disposal Scheme for guidelines:* CDC-Parish-Records-Disposal-Schedule_FINAL-V2.pdf (chchcatholic.nz)

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

2.6.1		YES	PARTLY	UNSURE	NO	N/A
	Are all code of conduct breaches managed according to fair and consistent procedures?					

Consider:

- *Are church leaders familiar with the Code of Conduct list of commitments, so that they can identify breaches of the Code and subsequently manage them?*
- *Are there procedures available and accessible to church leaders?*
- *Do all personnel know to whom and how they can raise concerns of harm or misconduct to?*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

2.6.2		YES	PARTLY	UNSURE	NO	N/A
	Where any risk factors have been identified specifically relating to a particular volunteer or an employee, is there a plan in place to mitigate/remove and monitor those risks to the person in question and to others, i.e., Individual Safeguarding Plan?					

Consider:

- *If there is someone who poses a risk in the parish/entity i.e. "person of concern", is there an appointed person in addition to the parish priest or entity leader in the parish/entity who is responsible for ensuring an individual's safety plan is in place, reviewed and monitored regularly and adjustments made as necessary?*
- *The diocesan safeguarding officer to be advised about parish/entity, non-clergy/religious individual safety plans as the safeguarding officer keeps a register of those on individual's safety plans in the diocese. All safeguarding matters related to priests/clergy/religious are directed to NOPS.*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

2.7.1		YES	PARTLY	UNSURE	NO	N/A
	Are safeguarding practices in place relating to the use of information technology, including social media and photography, by Church personnel as well as by children and vulnerable adults when appropriate?					

Consider:

- *Has the parish/entity got a social media and Email Usage Policy and procedures?*
- *Is age-appropriate information available for children regarding safe and respectful relationships, including through social media, during all relevant activities?*
- *Are social media guidelines communicated to leaders and helpers for activities that include children, young adults, and vulnerable adults?*
- *Are leaders of groups aware of social media best practice and boundaries with regards to friend requests from children/young adults who attend the church/entity group?*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

2.7.2		YES	PARTLY	UNSURE	NO	N/A
	Are all personnel documents held securely and handled in a confidential manner?					

Consider:

- *Are documents securely locked in the parish/entity administrative office when not in use?*
- *Note: once police vetting paperwork is sent to the diocese, it is not required to be held by the parish/entity once the result is back i.e.. Approved, Not Approved or Approved with Conditions the police vet paperwork must be securely disposed of. The diocese keeps a record of police vetting paperwork for 12 months as per the Privacy Act, so the parish/entity do not need to.*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

2.8.1		YES	PARTLY	UNSURE	NO	N/A
	Are regular checks carried out on safe practices, including behaviour, for all activities?					

Consider:

- *Are children and young people made aware of their rights to be safe from abuse and are they informed of whom to contact if they are concerned or have a concern about someone else?*
- *What safeguarding messages are communicated at the start of activities/groups so that children know about what to expect from the leaders/adults in the group and who the "go to person" is if they or others feel unsafe?*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

2.8.2		YES	PARTLY	UNSURE	NO	N/A
	Does the use of physical space reflect best safeguarding practice recommendations?					

Consider:

- *Are all one-to-one interactions provided for with spaces that give open or visible contact?*
- *For the sacrament of reconciliation, first rite, does the "confessional box' preclude physical contact between priest and penitent?*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

2.9		YES	PARTLY	UNSURE	NO	N/A
	Are risk assessments relating to safeguarding practices documented and carried out for all activities?					

Consider:

- *Are risks and management strategy plans (RAMS), that include safeguarding matters, written and communicated effectively, for all activities that include children, youth, and vulnerable adults.*
- *Who is responsible for approving, signing off and keeping a record of RAMS forms for activities that include children, youth, and vulnerable adults.*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

STANDARD 3 – SAFE PRACTICES

Church entities have clear procedures and practices to respond to and manage concerns, allegations, and complaints.

3.1.1		YES	PARTLY	UNSURE	NO	N/A
	Is there a plan setting out the process for managing concerns or complaints that ensures fairness through all the processes of complaint or concern management?					

Consider:

- *Are there written processes, procedures, or guidelines available that support personnel, staff/volunteers, to raise any concerns they may have whether employment or other matters?*
- *Who is appointed to manage concerns and complaints and is this clearly communicated?*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

3.1.2		YES	PARTLY	UNSURE	NO	N/A
	Is there an identified, trained person or group available whose role is to handle complaints or concerns?					

Consider:

- *Is there an appropriately trained person to manage concerns or complaints if raised and are their contact details publicly communicated and easily accessible? Where can they be found?*
- *Are people whether religious, staff, volunteers or the public aware of whom to go to, to raise concerns and are they aware of the process followed once a concern or complaint is raised?*
- *Is there a written process assessable to all for both the complainant and respondent?*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

3.2.1		YES	PARTLY	UNSURE	NO	N/A
	Do procedures clearly and positively encourage the raising of concerns regarding the safety of children, young persons, and vulnerable adults?					

Consider:

A visible culture of safeguarding ensures that people are well informed, and the raising of concerns regarding the safety of others is regularly promoted and visibly accessible.

- *How do people know they can raise concerns regarding the safety of children, young persons and vulnerable adults or their own safety?*
- *Where can they find this information and is it visibly available should they need to access it?*
- *What opportunities do people have to promote the raising of concerns in the parish/entity? Meeting agendas? Leadership lead discussions? Parish council meetings? Inductions?*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

3.2.2		YES	PARTLY	UNSURE	NO	N/A
	Are all volunteers and employees aware of how to manage appropriately any information passed or disclosed to them regarding complaints or concerns of abuse or harm?					

Consider:

- *How does the parish/entity educate volunteer and employees around how to manage concerns and complaints appropriately what information is available to them by way of processes?*
- *Beyond attendance at the safeguarding workshops every three years, where and when else do discussions related to safeguarding take place, i.e.. meetings, inductions, parish council meetings, Leadership meetings etc?*
- *Are all volunteers and employees aware of the "Safeguarding – Incident Reporting Form" on the website, download and print?* RESOURCES | Safeguarding (cdocsafeguarding.nz)
- *Are volunteer and employees aware that they can report a safeguarding concern or complaint directly through the website* CONTACT | Safeguarding (cdocsafeguarding.nz)

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

3.3		YES	PARTLY	UNSURE	NO	N/A
	Do written procedures ensure that all claims of sexual abuse or misconduct involving members of the clergy or religious orders are referred to the National Office for Professional Standards (NOPS) without delay?					

Consider:

- *Do people know what to do or who to go to should there be a concern or complaint regarding sexual abuse or misconduct involving members of the clergy or religious orders?*
- *How is this information communicated and where? It must be Publicly but also good practice for it to be in spaces where people can write down the contact details privately eg. on the back of church toilet doors or away from high foot traffic areas.*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

3.4.1		YES	PARTLY	UNSURE	NO	N/A
	Is there a clearly stated process for managing all other complaints or concerns?					

Consider:

- *Are all allegations or concerns addressed according to robust and clearly defined procedures?*
- *Are processes evident that empower and support personnel to raise any concerns they may have?*
- *Are all instances of abuse of a child report to police or Oranga Tamariki?*
- *Where a respondent is the subject of a serious allegation, is he/she removed from ministry pending a resolution?*
- *How do vulnerable adults and parents whose children attend church activities know what to do to raise a concern or complaint? E.g.If people are receiving a church ministry in their private homes or residential care or elsewhere away from the parish setting, how do they know what to do and who to go to if they have a concern/complaint about a volunteer or religious? How do their families know who to raise a safeguarding concern regarding their vulnerable family member, if they themselves are not part of parish life?*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

3.4.2		YES	PARTLY	UNSURE	NO	N/A
	Are complaints managed in a timely manner and in a way that is considerate of the needs of all parties involved?					

Consider:

- *Is there a process for acknowledging and responding promptly to concerns or complaints? Where can the process be located, is it visible, accessible and can be evidenced?*
- *Where do concerns and complaints get directed to, is this known amongst staff and volunteers and those who worship but are not volunteers?*
- *Are personnel aware that all complaints regarding priests, religious and clergy that are not of a sexual nature are directed to the Diocesan Complaints Officer at the diocese's offices. This information is displayed on the Purple Safeguarding Poster for Christchurch Diocese.*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

3.4.3		YES	PARTLY	UNSURE	NO	N/A
	Are regular checks carried out to ensure that all complaints or concerns are handled in an appropriate and compassionate manner for all involved?					

Consider:

- *Is there a register held of any complaints or concerns so that handling of them can be reviewed to ensure appropriate measures have been used? Reviews identify any areas for improvement.*
- *If there are concerns/complaints who is responsible for keeping a record and for ensuring they are handled in a compassionate way?*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

3.5		YES	PARTLY	UNSURE	NO	N/A
	Is pastoral support provided for all those involved as necessary: complainant, respondent, family, and community?					

**Consider**:

- _Are appropriate pastoral care measures offered to complainants and their families? How is the complainant and respondent supported? Who checks in and follows up?_

**Gaps Identified/Notes/Actions or What resources are needed to support this standard?**

3.6		YES	PARTLY	UNSURE	NO	N/A
	Does consultation take place with local iwi to ensure that appropriate pastoral support is put in place where needed?					

**Consider**:

- _Are Māori consulted regarding necessary and appropriate pastoral care and support where required?_
- _Are appropriate ethnic or cultural consultants engaged where required, eg., as part of a concern or complaint process where people require advocacy and/or a support person?_
- _What resources does the entity require to meet this standard?_

**Gaps Identified/Notes/Actions or What resources are needed to support this standard?**

3.7.1		YES	PARTLY	UNSURE	NO	N/A
	Is all information (phone calls, emails, written notes, etc.) regarding concerns or complaints managed appropriately in accordance with the Privacy Act 2020?					

**Consider**:

- _Are all communications (including electronic) regarding every aspect of an allegation or concern retained in a secure and confidential manner?_
- _Where are they retained and who has access? If priest/religious/staff move on, how does the next person access this information if required?_

**Gaps Identified/Notes/Actions or What resources are needed to support this standard?**

3.7.2		YES	PARTLY	UNSURE	NO	N/A
	Is all documentation related to complaints or concerns stored securely?					

**Consider**:

- _Are clear and detailed records of complaints kept and relevant data considered for possible future change in practices?_
- _Are all complaints and concerns directly relating to personnel kept indefinitely? Who keeps these? How are they accessed if required?_
- _Are all minor concerns and allegations recorded, not involving personnel matters, kept securely for the length of time provided for in the organisation's Record retention policy?_

**Gaps Identified/Notes/Actions or What resources are needed to support this standard?**

STANDARD 4 – MONITORING COMPLIANCE

Church entities provide assurance of compliance with the standards

4.1		YES	PARTLY	UNSURE	NO	N/A
	Is a plan in place for monitoring compliance with the Safeguarding Culture Standards? [Safeguarding-Culture-Standards-Nov-2020-compressed.pdf (catholic.org.nz)](#)					

Consider:

Safeguarding Compliance Plan would include:

- *Register of volunteers who have meet safeguarding requirements.*
- *Evidence of verification as per NOPS Standards including vetting and reference checking.*
- *Evidence of regular reporting to appropriate parish/entity meetings.*
- *Evidence of annual/biennial safeguarding reviews undertaken.*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

4.2		YES	PARTLY	UNSURE	NO	N/A
	Is regular review and evaluation of safeguarding practices carried out and recorded at least annually?					

Consider:

- *Is a report produced from the annual/biennial self-review that gives recommendations for improvement and timelines for the actions to be achieved?*
- *Are there adequate resources available to ensure safeguarding practices are met?*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

4.3.1		YES	PARTLY	UNSURE	NO	N/A
	Are issues or questions that arise regarding compliance responded to, within realistic timeframes, so that positive outcomes are achieved?					

Consider:

- *Are staff/volunteers aware of what to do and who to go to if they have questions related to safeguarding practices compliance or noncompliance? e.g. breach of Code of Conduct, reporting a concern/complaint,*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

4.3.2		YES	PARTLY	UNSURE	NO	N/A
	Do safeguarding considerations regularly appear on board or committee agendas, or are reported to the entity in accordance with its own designated reporting requirements?					

Consider:

- *Is safeguarding a standing agenda item at all meetings?*
- *Are leaders aware of their responsibilities to ensure along with the parish priest/religious leader that safeguarding requirements must be met and what those requirements are?*
- *Does the delegated safeguarding person regularly report on safeguarding in the parish/entity to the parish council/leadership teams?*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

4.4		YES	PARTLY	UNSURE	NO	N/A
	Is a person/group identified to ensure that both internal review and external review (by the National Office for Professional Standards/NOPS) outcomes are actioned?					

Consider:

- *Is the bishop, congregation, parish priest or entity leaders notified in writing of the annual self-review, its findings, and recommendations if they are not part of the self-review exercise?*
- *Who in the parish/entity is identified to ensure that recommendations from either an internal or external review are actioned?*
- *How are the recommendations prioritised and planned to be actioned?*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

STANDARD 5 – FORMATION AND TRAINING

Church entities provide training and support for personnel in all aspects of safeguarding relevant to their role.

5.1		YES	PARTLY	UNSURE	NO	N/A
	Is there a plan setting out expected safeguarding training requirements for employees and volunteers?					

Consider:

A plan would include:

- *Safeguarding training gaps identified.*
- *How the gaps are meet, i.e. further workshops, SCCANZ enrolment,*
- *Other trainings that may not be available but are identified.*
- *Schedule of training levels for each role*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

5.2.1		YES	PARTLY	UNSURE	NO	N/A
	Do induction processes for all personnel include specific safeguarding expectations?					

Consider:

- *Is confirmation documented that new clergy and religious have participated in an induction programme that includes local safeguarding and cultural awareness?*
- *Are safeguarding inductions carried out in a timely manner, i.e., soon after the person is engaged, for all new volunteer and staff?*
- *Is a register held of those who have received induction and attended safeguarding trainings?*

Refer to Safeguarding Induction Checklist which can be used for staff and volunteers on the safeguarding website: RESOURCES | Safeguarding (cdocsafeguarding.nz)

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

5.2.2		YES	PARTLY	UNSURE	NO	N/A
	Are the requirements of volunteers' and paid employees' roles made clear, including the extent and limitation of accompanying responsibility					

Consider:

- *Are inductions carried out in a timely manner for all paid or voluntary personnel including safeguarding instructions and culturally safe practices?*
- *Who is responsible for inducting volunteers?*
- *Is it a shared responsibility or is a person identified to conduct inductions?*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

5.2.3		YES	PARTLY	UNSURE	NO	N/A
	Are all volunteers required to sign a volunteer agreement?					

Consider:

Does the volunteer agreement show what the volunteer is required to do?

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

5.2.4		YES	PARTLY	UNSURE	NO	N/A
	Are expectations of behaviour and safeguarding practices clearly related to all volunteers and paid employees?					

Consider:

- *Is appropriate support, mentoring, oversight, or professional provision provided to employees and volunteers with responsibility for safeguarding?*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

5.3		YES	PARTLY	UNSURE	NO	N/A
	Are safeguarding trainings that are approved by the National Office for Professional Standards (NOPS) held for all identified volunteers and employees					

Consider:

- *Is other safeguarding professional development offered to parish/entity members where appropriate?*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

5.4.1		YES	PARTLY	UNSURE	NO	N/A
	Are records kept of all trainings completed with attendees' details, and renewals followed-up?					

Consider:

- *Is a schedule held of training undertaken for volunteer roles in the parish/entity?*
- *Is a secure record/register held of those who have received inductions and attended safeguarding trainings?*
- *Is a secure record/register held of those who are required to be police vetted and a date for police vet renewals?*

Gaps Identified/Notes/Actions or What resources are needed to support this standard?

Name of Parish/Entity	
Name of Attendees	
Date of Self-Review	
Parish Priest/Entity Leader	