

# Loreto Sisters

## Safeguarding Children Audit (insert year)

**Person completing audit:** .....

**Position in Loreto:** .....

### Standard 1: Creating safe environments.

#### For non-Loreto groups working with children and young people and using Loreto property:

- Is there a register of all non-Loreto groups that use Loreto property ? Yes No N/A
- Does each group have its own insurance ? Yes No N/A
- Does each group have its own safeguarding policy ? Yes No N/A

#### General:

- Is eVetting completed (if appropriate) ? Yes No N/A
- Is there a general complaints procedure ? Yes No
- Is there a whistle-blowing policy ? Yes No
- Is there a data protection policy ? Yes No

### Standard 5: Training and Support for Keeping Children Safe.

#### Induction:

- Have all Loreto personnel been shown the child safeguarding policy and procedures as part of an induction process? Yes No
- Have all Loreto personnel signed an agreement form ? Yes No N/A

#### Basic safeguarding awareness training:

List below the names of those who have a **specific role** in child safeguarding and the date they attended the full day training.

Name	Role	Full day training attended (Yes/No)	Date attended

(Continue on separate sheet if necessary)

List below the names of **other Loreto personnel** who have taken the opportunity to attend an information session.

Name	Role	Info session attended	Date attended

(Continue on separate sheet if necessary)

**Role-specific training:**

Use the box below to highlight any child safeguarding training need that you feel is unfulfilled and would like the safeguarding committee to consider.

**Support:**

- Is a system of formal or informal support in place to provide support to all Loreto personnel involved in child safeguarding ? (circle as appropriate)

Yes      No      N/A

**Standard 6: Communicating the Church’s Safeguarding Message.**

- Are the contact details for the Loreto designated liaison person, social services and Gardaí/PSNI displayed in all appropriate places ?

Yes      No

- Do you have information about how Loreto safeguards children both available and displayed prominently ?

Yes      No

- If you have groups in your local area whose first language is not English, do you have copies of the safeguarding message in accessible formats ?

Yes      No

**Recording:**

Type of record	Where are they stored	Circle as appropriate		
Records of checks completed on external groups using Loreto property		Yes	No	N/A
Written agreements regarding external organisations/other church bodies, where Loreto sisters are ministering with children		Yes	No	N/A
Records of dates and times for supervision (formal/informal) and support meetings with Loreto personnel working with children		Yes	No	N/A

• Have all files which have been held for 20 years or more been destroyed in accordance with Data Protection Procedures ?

Yes      No      N/A

Signed: .....

Date .....



August 2017