

# Loreto Sisters

## Child Safeguarding Audit 2021

(October 2020 – October 2021)

**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, where applicable ? Yes No N/A

#### Basic safeguarding awareness training:

List below the names of those who have a **specific role** in child safeguarding and have attended an information session (November 2020 – November 2021)

| 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. (November 2020 – November 2021)

| Name | Role | Info session attended | Date attended |
|------|------|-----------------------|---------------|
|      |      |                       |               |
|      |      |                       |               |
|      |      |                       |               |

(Continue on separate sheet if necessary)

**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          N/A
- If you use CCTV, is appropriate signage in place ?                      Yes          No          N/A
- If you use Webcam, is appropriate signage in place ?                      Yes          No          N/A
- If you use Webcam, is appropriate consent in place ?                      Yes          No          N/A

**Recording:**

Please confirm that the following files / records are stored safely in the community leader’s office:

| Type of record  | Circle as appropriate |    |     |
|---|-----------------------|----|-----|
| Records of checks completed on external groups using Loreto property  | 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 |

- Please confirm that all files are held in accordance with Data Protection Procedures ?          Yes          No

Signed: .....

Date .....



**October 2021**  
(amended)