



SCOTTISH CATHOLIC SAFEGUARDING STANDARDS AGENCY

*independently assuring safeguarding standards*

## Guidance on completing the RELIGIOUS Safeguarding Audit 2022

### Purpose of the Audit

*"We cannot be led into thinking that once a policy is approved our work has been done. Regular audits of our policies are also a key factor in communicating accountability in an open and transparent way."*

*(Cardinal Seán O'Malley, President of the Pontifical Commission for the Protection of Minors)*

'In God's Image' requires every Religious Congregation in Scotland to monitor and review its safeguarding practice and to plan how to improve it. The first page of the RELIGIOUS Safeguarding Audit form takes account of a) very small communities with members who are not in active ministry and b) members who administer a parish.

The annual audit exercise should prompt you to:

- reflect on your current safeguarding practice
- demonstrate how well you are meeting the Church's safeguarding standards
- identify examples of good safeguarding practice that can be shared with others
- make plans to take action where you know that improvement is required.

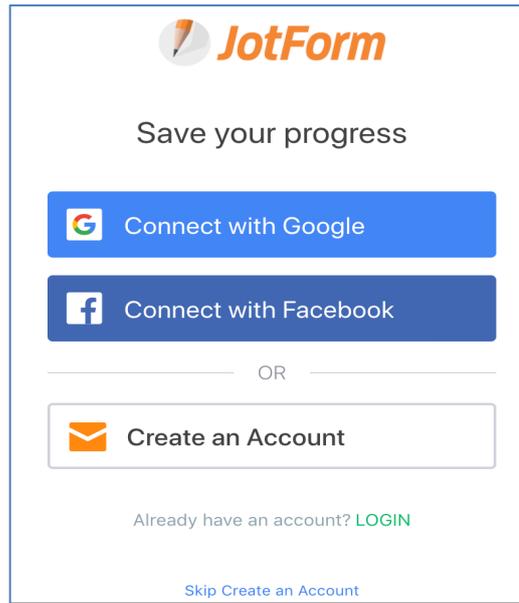
### Online Audit form

The on-line completion of audits is necessary and invaluable to all who are responsible for collecting, recording, and analysing completed audits. After submission of your audit form, you will receive an email with a copy of all the information you have provided.

### Completing and submitting the Audit

- 1) Scottish Catholic Safeguarding Standards Agency (SCSSA) has emailed you a link to the audit form.
- 2) You should preview the form to identify the information you might need to complete it.
- 3) You can work on completing the audit form in stages before submitting it.
  - a. If you click on the **SAVE** button on any page, you will receive the message below:

## Safeguarding Audit 2022



**JotForm**

Save your progress

 Connect with Google

 Connect with Facebook

OR

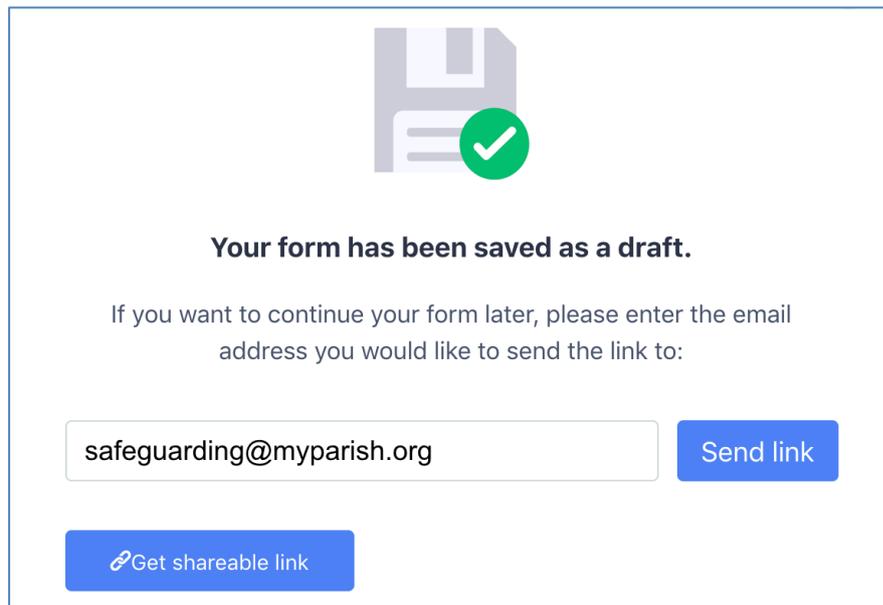
 Create an Account

Already have an account? [LOGIN](#)

[Skip Create an Account](#)

**N.B.** You should click on [Skip Create an Account](#) at the bottom of this window.

- b. A second window (see below) will then appear to enable you to enter your email address to which a link will be sent. To CONTINUE using your saved form you must use this link to connect to it.





**Your form has been saved as a draft.**

If you want to continue your form later, please enter the email address you would like to send the link to:

[Send link](#)

[Get shareable link](#)

- 4) When you are ready to submit your completed audit form, follow the instructions on the final page of the form to ensure that your form is submitted online.
- 5) When you submit your form, you should see an acknowledgement that your audit form has been received.
- 6) Subsequently you will receive an email with an attachment showing all the information that you have provided in your audit. This can be saved for your own records.

## Safeguarding Audit 2022

### **PARTICULAR POINTS TO NOTE**

- A. Please ensure that the information you provide is accurate and covers the period 1<sup>st</sup> January 2022 to 31<sup>st</sup> December 2022.
- B. Where you are asked to enter a NUMBER in any answer, PLEASE ONLY ENTER A NUMBER AND NOT WORDS (e.g., “0” not “Nil”).
- C. Some multiple choice questions may offer the option “all of those below”. If you select this answer, you do not need to select any other options in that question.
- D. Information on Volunteers is only required for those involved in “regulated work”. This term refers to any activity in which an adult is required to take any supervisory responsibility for children and/or protected adults.

### **THANK YOU FOR YOUR ASSISTANCE.**

If you have any questions relating to the 2022 Audit, please email:

[audit@scssa.org.uk](mailto:audit@scssa.org.uk)