



SCOTTISH CATHOLIC SAFEGUARDING STANDARDS AGENCY

independently assuring safeguarding standards

Guidance on completing the DIOCESAN 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)

The Audit and Planning process

Effective auditing and planning must be a continuous commitment which underpins the development of good safeguarding practice at all levels in the Church. Completing the Audit effectively will enable a Diocese to:

- demonstrate how well you are meeting the Church's safeguarding standards
- reflect on your current safeguarding practice (e.g., *how well do we respond to victims/survivors?*)
- identify examples of good safeguarding practice that can be shared with others
- identify training needs and plans to address these
- make plans to take action in specific areas where you know that improvement is required.

You are advised to follow these steps in the process:

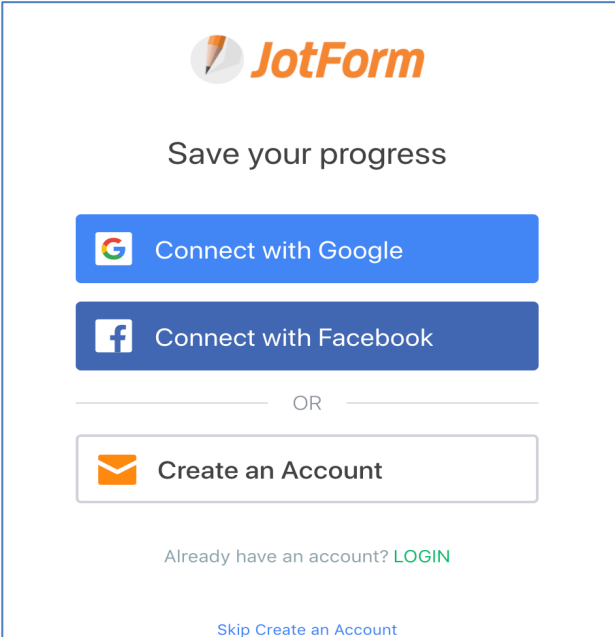
- Start by reviewing last year's audit and the action plan that you made at that time.
- Analyse the information contained in this year's Parish Audits to identify any issues, trends, or needs that emerge from these. (Summary data from the Parish Audits will be provided to assist you in this task.)
- Indicate, in the opportunities to be reflective, how you will continue to improve safeguarding practice.
- With the active involvement of your DSAG members, draft an action plan that can be discussed in the context of a 'critical friend' conversation that will be offered by the SCSSA. You will be provided with a copy of your plan with space to indicate any progress made with your 2022 plan. You will also be provided with a blank form on which you can enter details of your action plan for 2023.

Who should complete the Audit?

The Diocesan Safeguarding Adviser, with the active support of the VG or VE for Safeguarding, should complete and submit the Audit. The Bishop should read the contents of the completed Audit and authorise its submission.

Completing and submitting the Audit


- 1) Together with this Guidance, you will have been provided with a PDF of a blank form and a link to the online audit form.
- 2) It is advisable to preview the form to identify what information you might require to have at hand so that you can enter the details on the on-line form.
- 3) You will be able to work on completing the audit form over time before submitting it.
- 4) 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.
- 5) If you click on the **SAVE** button on any page of the form, you will receive this message:

A screenshot of a JotForm dialog box titled "Save your progress". At the top is the JotForm logo. Below the title are three options: "Connect with Google" (with a Google icon), "Connect with Facebook" (with a Facebook icon), and "Create an Account" (with an envelope icon). These are separated by a horizontal line with the word "OR" in the center. Below the "Create an Account" button is a link that says "Already have an account? LOGIN". At the very bottom of the dialog box is a link that says "Skip Create an Account".

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

- 6) 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 at any time you are editing it before your final submission.

Safeguarding Audit 2022



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](#)

- 7) When you are ready to submit your completed audit form, follow the instructions on the final page to ensure that your form is submitted online.
- 8) When you submit your form, you should immediately see an acknowledgement that your audit form has been received.
- 9) You will subsequently receive an email with an attachment showing all the information you have provided in your audit. **NB If you do not receive an email notification, shortly after submission, please check your Junk/Spam folder.**

ALLEGATION RECORDING FORMS

If you have not already done so, you should submit copies of completed **Allegation Recording Forms** for each of the allegations (not concerns) which your Diocese received in 2022. Please ensure that, where you received an allegation in respect of a Religious, you use the CRS Allegation Recording Form (not the Diocesan form.) All forms should be sent to SCSSA by 17th March 2023.

TIMELINE

17th February 2023	Closing date for Parishes to submit Audit
February 2023	DSAGs analyse audits submitted by parishes
5th March 2023	SCSSA provides Summary Report from Parish Audits
17th March 2023	Closing date for Dioceses to submit Audit
March – April 2023	DSAGs prepare draft Action Plan
March – April 2023	SCSSA offer of 'critical friend' discussion in drafting Action Plans
19th May 2023	Dioceses send final Action Plan to SCSSA
May/June 2023	SCSSA Board reviews findings from all audits