



Guidance on completing the CATHOLIC ORGANISATION 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 Catholic organisation working with children or vulnerable adults to review its safeguarding practice and plan how to improve it. The primary purpose of the annual audit exercise is NOT to gather statistics, but to prompt you to:

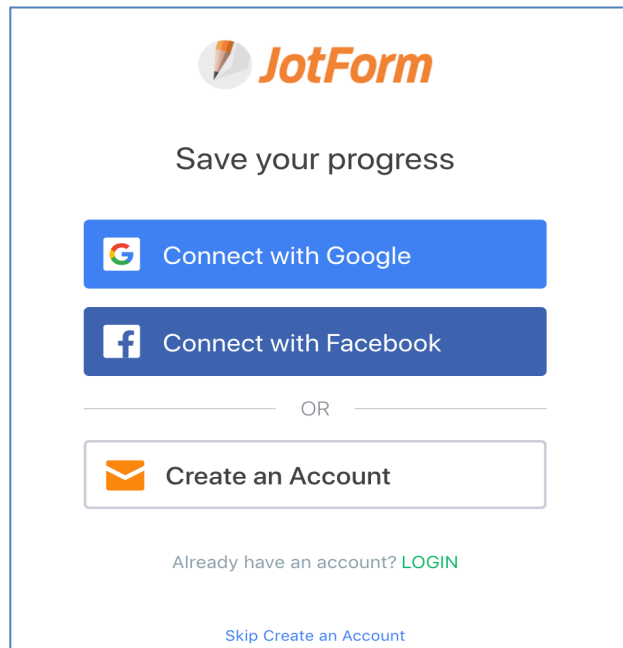
- reflect on your current safeguarding practice
- demonstrate how well you are meeting the Church's safeguarding standards
- identify examples of good safeguarding practice that can be shared with others
- make plans to take action where you know that improvement is required.

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

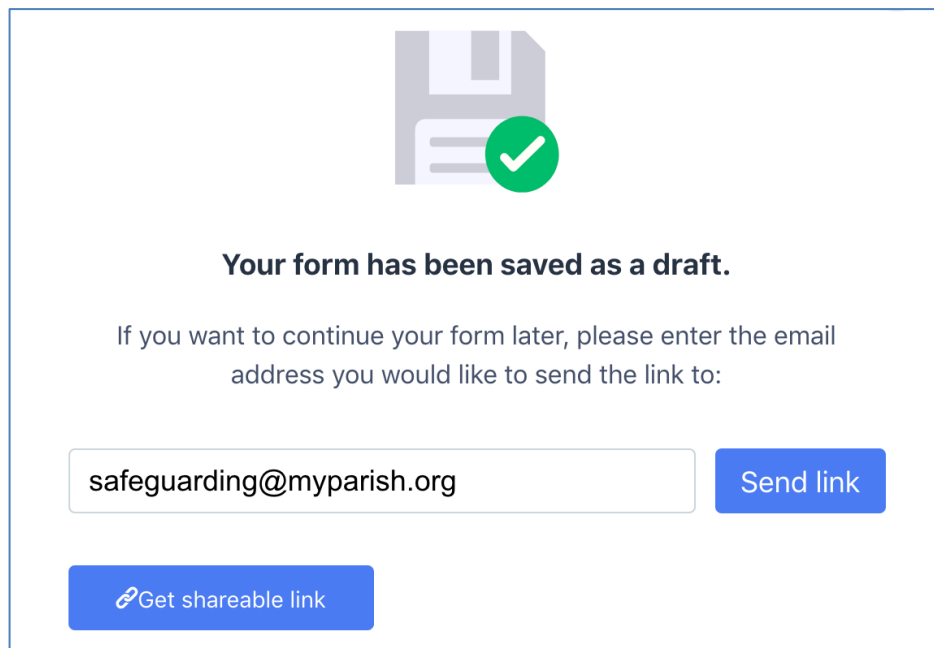
- 1) The Scottish Catholic Safeguarding Standards Agency (SCSSA) has sent you a link to the online form.
- 2) You should preview the form to identify the information you might need to complete it.
- 3) Some multiple choice questions may offer the option "all of those below". If you select this answer, you do not need to select any other options in that question.
- 4) You can work on completing the audit form in stages over time before submitting it.
 - a. If you click on the **SAVE** button on any page, you will receive this message:



The image shows the JotForm login and account creation interface. At the top is the JotForm logo. Below it, the text 'Save your progress' is displayed. There are three main buttons: 'Connect with Google' (blue), 'Connect with Facebook' (dark blue), and 'Create an Account' (white with an orange envelope icon). Below these buttons is a link that says 'Already have an account? LOGIN'. At the very bottom, there is a link that says '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.



The image shows a confirmation screen for saving a form as a draft. At the top is an icon of a floppy disk with a green checkmark. Below this, the text 'Your form has been saved as a draft.' is displayed. Underneath, it says 'If you want to continue your form later, please enter the email address you would like to send the link to:'. There is a text input field containing 'safeguarding@myparish.org' and a blue button labeled 'Send link'. At the bottom, there is a blue button labeled 'Get shareable link'.

- 5) 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.
- 6) When you submit your form, you should see an acknowledgement that your audit form has been received.
- 7) 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.

PARTICULAR POINTS TO NOTE

- A. Please ensure that the information you provide is accurate and covers the period 1st January 2022 to 31st December 2022.
- B. If your Organisation is split into various locations/areas/offices which are administered separately, you should complete a separate audit for each one.
- C. Where you are asked to enter a NUMBER in any answer, PLEASE ONLY ENTER A NUMBER AND NOT WORDS (e.g., “0” not “Nil”).
- 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.

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

audit@scssa.org.uk