



SCOTTISH CATHOLIC SAFEGUARDING STANDARDS AGENCY

*independently assuring safeguarding standards*

## Guidance on completing CATHOLIC ORGANISATION Safeguarding Self-Evaluation 2023

### Purpose of the Self-Evaluation Questionnaire

*"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 self-evaluation 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 Self-Evaluation Questionnaire

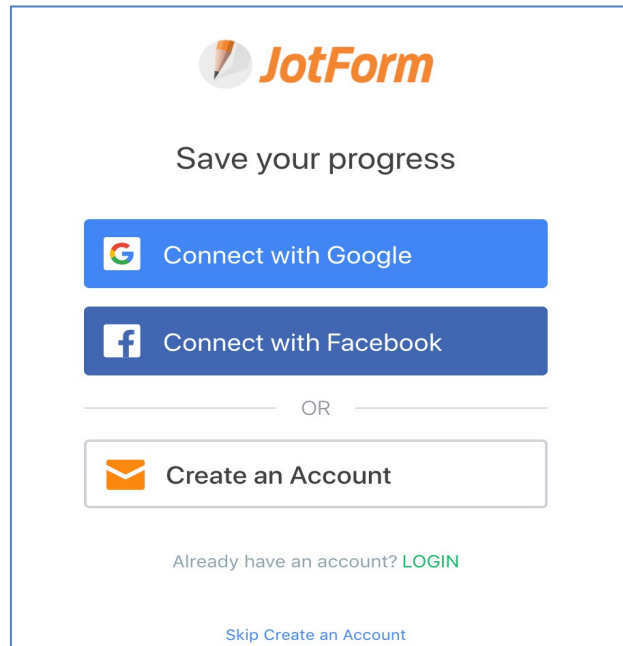
The on-line completion of a self-evaluation questionnaire is necessary and invaluable to all who are responsible for collecting, recording, and analysing completed questionnaires. After submission of your form, you will receive an email with a copy of all the information you have provided.

### Completing and submitting the Self-Evaluation Questionnaire

- 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) The numbering of questions on the form correspond with the relevant paragraph within 'In God's Image' and should assist, if necessary, to clarify the criteria and the information being sought.
- 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) Please make reference, if necessary, to the attached PDF guidance documents which outlines the In God's Image Standards and Indicators of Compliance. We have also provided a PDF version of the Glossary of Terms from 'In God's Image' to assist in the understanding of Safeguarding terminology.

## Safeguarding Self-Evaluation 2023

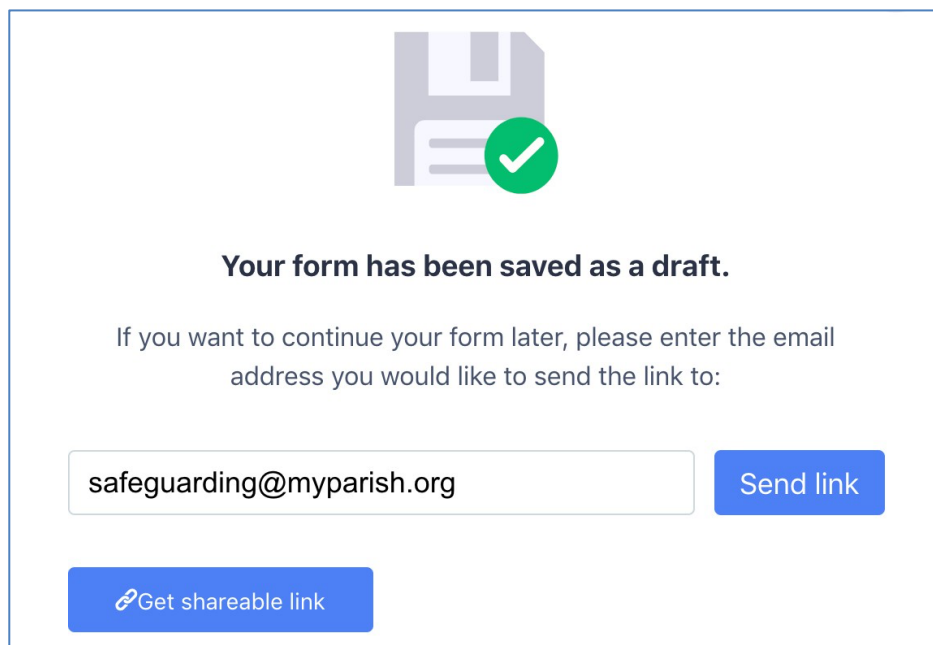
- 6) You can work on completing the questionnaire in stages over time before submitting it.
  - a. If you click on the **SAVE** button on any page, you will receive this message:



The image shows a JotForm modal window titled "Save your progress". It features the JotForm logo at the top. Below the title, there are three main options: "Connect with Google" (with a Google icon), "Connect with Facebook" (with a Facebook icon), and "Create an Account" (with an envelope icon). These options are separated by a horizontal line with the word "OR" in the center. At the bottom, there is a link that says "Already have an account? LOGIN" and a blue link at the very bottom 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 JotForm modal window titled "Your form has been saved as a draft." It features a large icon of a document with a green checkmark. Below the title, there is a message: "If you want to continue your form later, please enter the email address you would like to send the link to:". Below this message, there is a text input field containing the email address "safeguarding@myparish.org" and a blue button labeled "Send link". At the bottom, there is a blue button labeled "Get shareable link".

- 7) When you are ready to submit your completed questionnaire, follow the instructions on the final page of the form to ensure that your form is submitted online.
- 8) When you submit your form, you should see an acknowledgement that your form has been received.

## Safeguarding Self-Evaluation 2023

- 9) Subsequently you will receive an email with an attachment showing all the information that you have provided in your questionnaire. This can be saved for your own records.

**NB If you do not receive an email notification, shortly after submission, please check your Junk/Spam folder.**

### PARTICULAR POINTS TO NOTE

- A. Please ensure that the information you provide is accurate and covers the period 1<sup>st</sup> January 2023 to 31<sup>st</sup> December 2023.
- B. If your organisation is split into various locations/areas/offices which are administered separately, you should complete a separate questionnaire 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 2023 Self-Evaluation, please email:

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

### TIMELINE

<b>w/c 15<sup>th</sup> April 2024</b>	SCSSA emails link to Guidance notes and online Self-Evaluation forms to CATHOLOIC ORGANISATIONS.
<b>24<sup>th</sup> May 2024</b>	Closing date for CATHOLOIC ORGANISATIONS to complete online submissions.
<b>14<sup>th</sup> June 2024</b>	SCSSA provides Summary Report on CATHOLOIC ORGANISATIONS Self-Evaluation submissions.
<b>by end of June</b>	SCSSA reflects on issues arising from Summary Report.
<b>end November 2024</b>	SCSSA publishes report on Self-Evaluation process overall.