



## Guidance on completing PARISH 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 parish to monitor and 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.

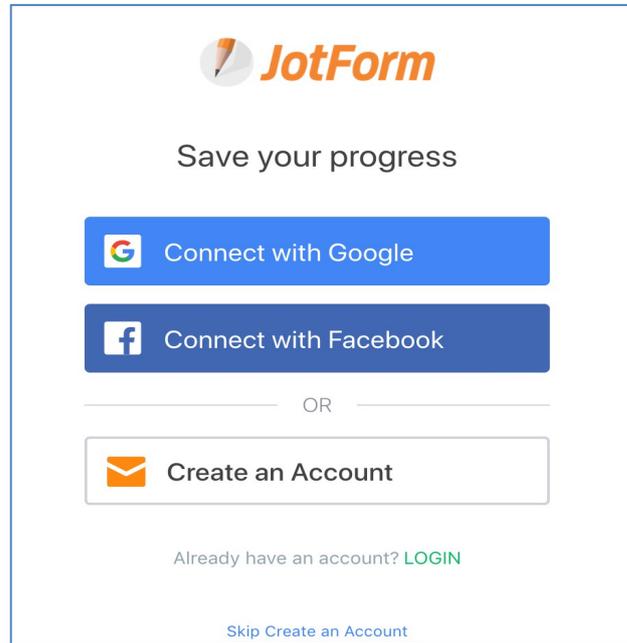
### Online Self-Evaluation form

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) Your Diocesan Safeguarding Office will email you a link to the online self-evaluation 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.
- 6) Standard 5 relates to work that is undertaken at diocesan level so therefore does not form part of this questionnaire.

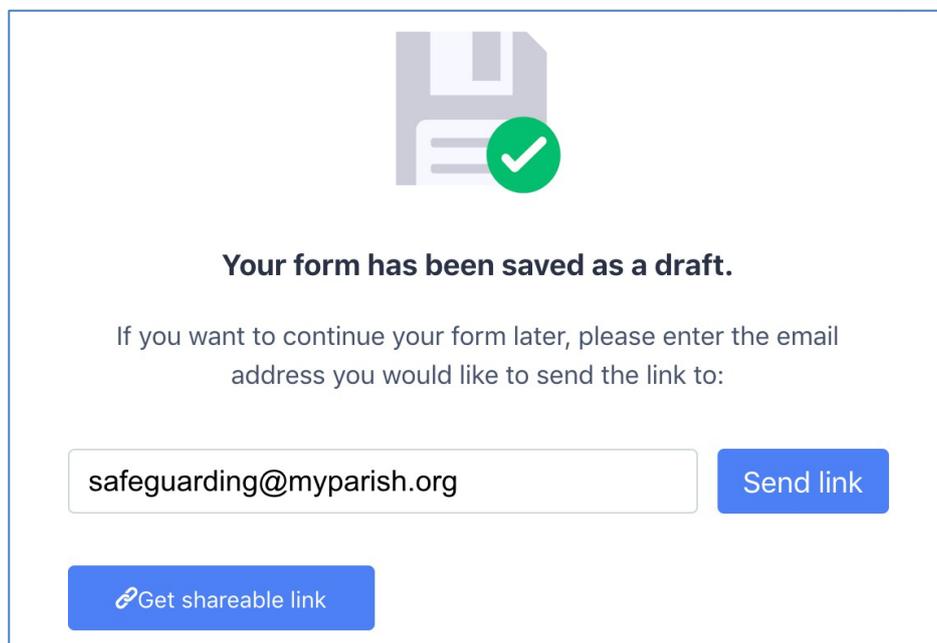
- 7) You can work on completing the questionnaire in stages over time before submitting it.
- a. If you click on the **SAVE** button on any page, you will receive the message below:



The screenshot shows a JotForm dialog box titled "Save your progress". At the top is the JotForm logo. Below the title are three buttons: "Connect with Google" (blue), "Connect with Facebook" (dark blue), and "Create an Account" (white with a grey border). A horizontal line with "OR" in the center separates the social media buttons from the "Create an Account" button. Below the "Create an Account" button is the text "Already have an account? LOGIN" in green. At the bottom of the dialog box is a blue 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 at any time you are editing it before your final submission.



The screenshot shows a dialog box with a floppy disk icon and a green checkmark. The text reads "Your form has been saved as a draft." Below this is the instruction: "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 "Send link" button to its right. At the bottom left is a blue button with a link icon and the text "Get shareable link".

- 8) 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.
- 9) When you submit your form, you should see an acknowledgement that your form has been received.

## Safeguarding Self-Evaluation 2023

10) 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 be guided by the instruction of your Diocese about the number of Self-Evaluation questionnaires to be returned if your “Parish” is part of a cluster of parishes administered by one Parish Priest.
- B. 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.
- 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 Parish 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 Audit, please email:

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

### TIMELINE

<b>w/c 15<sup>th</sup> April 2024</b>	SCSSA emails Guidance notes and links to online Self-Evaluation questionnaires to Dioceses and Parishes.
	Dioceses forward Parish Self-Evaluation questionnaires to parishes.
<b>24<sup>th</sup> May 2024</b>	<b>Closing date for parishes to submit questionnaires.</b>
<b>mid-May to mid-June 2024</b>	DSAGs analyse questionnaires submitted by parishes.
<b>14<sup>th</sup> June 2024</b>	SCSSA provides Summary Report from Parish Self-Evaluations
<b>by 28<sup>th</sup> June 2024</b>	Closing date for Dioceses to submit Self-Evaluation questionnaires
<b>by 26<sup>th</sup> July 2024</b>	SCSSA offer of ‘critical friend’ discussion in drafting Action Plans
<b>by 30<sup>th</sup> August 2024</b>	DSAGs prepare, draft and submit Action Plan
<b>Sept/Oct 2024</b>	SCSSA Board reviews findings from Self-Evaluations
<b>end November 2024</b>	SCSSA publishes report on Self-Evaluation process