



CATHOLIC ORGANISATIONS Safeguarding Self-Evaluation 2023

All entries should relate to the period 1st January 2023 to 31st December 2023. Your completed Self-Evaluation form should be submitted by 24th May 2024. If any relevant information about your organisation would be better reported in another way, please contact: audit@SCSSA.org.uk to discuss.

N.B. The numbering of each question corresponds with the paragraph numbering used within 'In God's Image'. This is intended to provide you with a reference point to the relevant safeguarding standard that you are evaluating.

Organisation Name:

This form is being submitted by:

Name only

Role in organisation:

- ☐ Director/CEO ☐ Administrator
- ☐ Safeguarding Co-ordinator
- ☐ Other

Email address for your receipt

example@example.com

Diocesan location of main
office

Please Select



Name of Head of Organisation

Phone Number

Email address

PVG Membership Year

latest update year

Name of Safeguarding Co-ordinator

Phone Number

Email address

PVG Membership Year

latest update year

Standard 1: Creating and maintaining safe Church environments

1.1a Which Safeguarding policy is followed by your members when they are involved in working with children or vulnerable adults?

- ☐ Own Policy
- ☐ In God's Image
- ☐ Other

1.1b Do you own/manage premises that are used by groups for activities involving children or vulnerable adults?

- ☐ Yes
- ☐ No

1.1c In reference to these activities, which of these details do you include in your records?

- ☐ All details listed below
- ☐ No details recorded
- ☐ Activity / event
- ☐ Date & time of event(s)
- ☐ Group leader's contact details

1.2a Do you conduct annual Safeguarding Risk Assessments of these activities?

- ☐ Yes
- ☐ No

1.2b Does each group have a separate Safeguarding Risk Assessment for its activities?

- ☐ Yes
- ☐ No

1.2c Do you retain a copy of those Safeguarding Risk Assessments?

- ☐ Yes
- ☐ No

1.2d Have you received any training in completing Safeguarding Risk Assessments?

☐ Yes

☐ No

1.2e Comment on any particular challenges you face in ensuring that all the activities involving children and/or vulnerable adults are safe.

Type here...

1.4a Do you provide internet access to the public in any of your premises?

☐ Yes

☐ No

1.4b Do you have adequate security measures applied to your internet network?

☐ Yes

☐ No

1.4c Do you livestream (transmit via video over the internet) any activities from your own premises?

☐ Yes

☐ No

1.4d When doing so, what measures do you adopt to ensure privacy?

☐ All the measures below

☐ No measures

☐ Notices displayed to advise of livestreaming

☐ Camera position set to avoid identifying attendees

☐ Consent obtained from all who agree to be seen

☐ Other

1.4e Does your organisation have a website or social media accounts?

☐ Yes

☐ No

1.4f On your website or social media accounts have you displayed photographs of children or vulnerable adults?

☐ Yes

☐ No

1.4g Before displaying photographs, which of these requirements did you follow?

☐ No measures

☐ Obtained consent

☐ Avoided display of personal contact details

☐ Prevented anyone from being identifiable from images or the information posted

Standard 2: Safely recruiting clergy, religious, lay employees and volunteers

2.1a How many EMPLOYEES were involved last year in regulated activities with children and/or vulnerable adults?

ex: 23

NUMBER only

2.1b Number of these EMPLOYEES with current PVGs

ex: 23

NUMBER only

2.1c Number of VOLUNTEERS involved in regulated activities with children and/or vulnerable adults

ex: 23

Number only

2.1d Number of these VOLUNTEERS with current PVGs

ex: 23

Number only

2.1e Please explain the reason for any discrepancies in relation to numbers of current PVGs entered above.

Type here...

2.5a Did the organisation receive any complaints relating to the behaviour of any employees or volunteers that breached the Standards of Conduct as set out in paragraphs 2.5.1 and 2.5.2 of In God's Image?

☐ Yes

☐ No

2.5b Does the organisation maintain a record of sanctions imposed for any breaches of conduct?

☐ Yes

☐ No

2.5c Numbers of Volunteers or Employees who were SUSPENDED from any contact with children and/or vulnerable adults because their PVG membership had lapsed.

ex: 23

NUMBER only

2.5d Comment on any particular challenges you face in ensuring safe recruitment of all employees and volunteers dealing with children and/or vulnerable adults.

Type here...

Standard 3: Responding to safeguarding concerns and allegations of abuse

Safeguarding CONCERNS - Please refer to the guidance contained within paragraphs 3.2.2 and 3.2.4 of In God's Image.

3.2a Did the organisation receive any reports of a Safeguarding CONCERN (not meeting Allegation threshold) as defined in paragraph 3.2.2 of In God's Image?

☐ Yes

☐ No

3.2b Total number of Safeguarding CONCERNS received.

e.g., 23

3.2c Does the diocese retain a record of the Safeguarding CONCERNS received?

☐ Yes

☐ No

3.2d Does the organisation retain a record of the action taken to the Safeguarding CONCERNS received?

☐ Yes

☐ No

3.2e How confident is the organisation that the safeguarding CONCERNS received fall within the definition described in paragraph 3.2.2 of In God's Image?

☐ Very confident

☐ Confident

☐ Unsure

☐ Not confident

Please enter below the numbers of ALLEGATIONS reported to the organisation and how these were referred. (Please refer to the guidance contained within paragraph 3.2.3 of In God's Image.)

3.2.1a Did the organisation receive any ALLEGATIONS during the reporting period?

☐

Yes

☐

No

3.2.1b NUMBER of allegations of abuse disclosed to your organisation last year

ex: 23

NUMBER only

3.2.1c NUMBER of these allegations of abuse reported to the statutory authorities

ex: 23

NUMBER only

3.2.1d NUMBER of these allegations of abuse made known to local Diocese

ex: 23

NUMBER only

3.4a Does the organisation retain a written record of the decisions taken in response to allegations, and the rationale for those decisions?

☐

Yes

☐

No

3.4b Does the organisation retain a written record of the referrals made to the statutory authorities?

☐

Yes

☐

No

Please enter below the numbers of cases where you know the result of ACTIONS taken as a result of the ALLEGATIONS made.

3.4c Number of EMPLOYEES restricted from duties

e.g., 23

3.4d Number of Employees dismissed

e.g., 23

3.4e Number of Volunteers restricted from duties

e.g., 23

3.4f Number of Volunteers removed from duty

e.g., 23

3.4g Alleged abuser deceased

e.g., 23

Standard 4: Providing care and support for those who have experienced abuse

4.1a Were any victims/survivors made known to the organisation during the reporting period?

☐ Yes

☐ No

4.1b How many victims/survivors disclosed, or were made known, to the organisation during the reporting period?

e.g., 23

4.1c How many of these disclosures were. . .

	Number
emergencies requiring immediate intervention	
allegations of non-recent abuse	
allegations of ongoing abuse	
disclosed by survivors	
reported by others	

4.1d Has the organisation provided any specific training to personnel in how to respond to a disclosure of abuse (i.e. Trauma Informed Listening)?

☐ Yes

☐ No

4.1e Please provide details of this training.

4.1f How many survivors of abuse are receiving some form of support from your organisation?

ex: 23

NUMBER only

4.5a On your organisation's website / social media / publicity material what information is provided for those who wish to contact you about allegations of abuse?

- | | |
|---|--|
| <input type="checkbox"/> All those listed below | <input type="checkbox"/> None of those below |
| <input type="checkbox"/> Contact details for your organisation | <input type="checkbox"/> Advice on how to obtain support |
| <input type="checkbox"/> Contact details for sources of support | |
| <input type="checkbox"/> Other | |

4.5b Comment on any particular challenges you face when supporting those who contact you because they have experienced abuse.

Type here...

4.6a Does the organisation have an agreement with a specialised provider of counselling/support service for victims/survivors?

- | | |
|---------------------------|--------------------------|
| <input type="radio"/> Yes | <input type="radio"/> No |
|---------------------------|--------------------------|

4.6b Please provide details of this provider.

4.6c Has the organisation produced any information or material designed to support victims/survivors?

☐ Yes

☐ No

4.7a Does the organisation have any formal engagement with survivor groups in the development of safeguarding practice?

☐ Yes

☐ No

4.7b Please provide details of those groups.

4.7c Does the organisation evaluate or seek feedback from survivors to inform the development or identification of good practice?

☐ Yes

☐ No

4.7d How is this evaluation or feedback process conducted?

Standard 5: Managing and providing care for respondents to allegations of abuse

5.1a Was anyone associated with your organisation - i.e. employee, volunteer - named as a respondent in any allegation of abuse?

☐ YES

☐ NO

5.1b How many employees/volunteers were named as "respondents" in allegations of abuse disclosed to your organisation last year?

ex: 23

Number only

5.1c Please outline below any actions taken to manage these respondents.

Type here...

5.1d Comment on any particular challenges you face when managing and supporting respondents to allegations of abuse.

Type here...

Standard 6: Working together to develop a culture of care

6.5a How many times last year did your Organisation's Director and Safeguarding Coordinator meet to discuss Safeguarding arrangements/issues?

ex: 23

NUMBER only

6.5b Describe the frequency of communication about Safeguarding with employees / volunteers in your organisation.

☐ Regular ☐ Occasional ☐ Rare

6.5c Did your Organisation seek advice on Safeguarding issues from:

- ☐ A partner agency
- ☐ Local Diocese
- ☐ Scottish Catholic Safeguarding Standards Agency
- ☐ No advice sought
- ☐ Other

6.5d If so, on what sorts of Safeguarding issues did you find it necessary to seek advice?

- ☐ Responding to an allegation
- ☐ Supporting a survivor
- ☐ Supporting a respondent
- ☐ The legal process
- ☐ Safeguarding training
- ☐ Other

6.5e What Safeguarding materials do you make available in your organisation?

- | | |
|--|---|
| <input type="checkbox"/> All those listed below | <input type="checkbox"/> None of those below |
| <input type="checkbox"/> Safeguarding Contact poster | <input type="checkbox"/> What to Do poster |
| <input type="checkbox"/> Our Safeguarding Standards poster | <input type="checkbox"/> Our Safeguarding Culture of Care leaflet |
| <input type="checkbox"/> Safeguarding Matters newsletters | <input type="checkbox"/> In God's Image |
| <input type="checkbox"/> Other | |

6.5f Comment on any particular safeguarding challenges you face when working with others across your organisation.

Standard 7: Training and support for all responsible for safeguarding

7.1a Did the organisation arrange any Safeguarding Induction training to its employees or volunteers?

☐ Yes

☐ No

7.1b Number of EMPLOYEES who have participated in any Safeguarding training last year

ex: 23

Number only

7.1c Number of EMPLOYEES who have completed Safeguarding Induction Training Part 1

ex: 23

Number only

7.1d Number of EMPLOYEES who have completed Safeguarding Induction Training Part 2

ex: 23

Number only

7.1e Number of VOLUNTEERS who have participated in any Safeguarding training last year

ex: 23

Number only

7.1f Number of VOLUNTEERS who have completed Safeguarding Induction Training Part 1

ex: 23

Number only

7.1g Number of VOLUNTEERS who have completed Safeguarding Induction Training Part 2

ex: 23

Number only

7.1h What steps did the organisation take to further promote engagement with 'In God's Image', since the last audit?

- ☐ We promoted the National Safeguarding Conference (18/11/2023)
- ☐ We offered awareness-raising sessions on IGI
- ☐ We have raised awareness of the IGI video
- ☐ We publicised issues of the Safeguarding Matters newsletter
- ☐ IGI is uploaded onto our website
- ☐ No steps taken this year
- ☐ Other

7.1i Does the organisation see any requirement for specific In God's Image awareness sessions?

- ☐ Yes ☐ No

7.1j Does the organisation have any plans to improve awareness of 'In God's Image' among employees and volunteers?

7.2a Please list the Safeguarding TRAINING NEEDS that you have identified for employees or volunteers.

Standard 8: Planning for continuous improvement in safeguarding

8.1a WHEN did your Director and/or Safeguarding Co-ordinator last communicate with your organisation's employees / volunteers on the importance of safeguarding?



Day

Month

Year

8.1b How regularly were you able to review progress with last year's plans to improve safeguarding?

- ☐ Monthly ☐ Every 6 months
- ☐ Annually
- ☐ Other

8.1c Describe the IMPACT on your safeguarding practice of any IMPROVEMENTS PLANNED last year.

Type here...

8.5a What IMPROVEMENTS ARE YOU PLANNING in the coming year?

8.5b Do you have any other further comments or suggestions in relation to improving Safeguarding practice in your organisation?

Type here...



SUBMITTING YOUR COMPLETED SELF-EVALUATION

NB Your completed Self-Evaluation Questionnaire must be submitted by 24th May 2024

When you have reviewed the pages of the Self-Evaluation Questionnaire and you are ready to submit it, click on the box **SUBMIT FORM** button below.

You should see an immediate acknowledgement of your submission. If you have provided an email address on the first page of the form, you will subsequently receive an email message providing you with an EDIT link in case you need to change your submission and a **PDF copy** of your submitted data. *Ticking "I consent" below indicates that you agree to receiving emails about this.*

(Please check for this in your Junk /Spam folder for these email messages)

Please select "I consent" below to confirm that you consent to the information you provide in this form being shared with the SCSSA for the purposes of monitoring Safeguarding practice in your organisation. *

☐ I consent.
