



SCOTTISH CATHOLIC SAFEGUARDING STANDARDS AGENCY

independently assuring safeguarding standards

Guidance on completing DIOCESAN 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)

The Self-Evaluation and Planning process

Effective monitoring and planning must be a continuous commitment which underpins the development of good safeguarding practice at all levels in the Church. Completing Self-Evaluation 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:

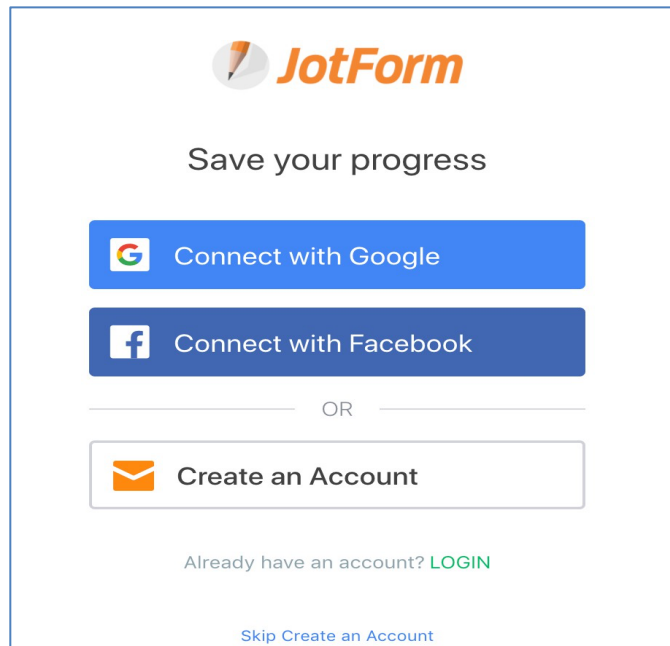
- Start by reviewing last year's audit and the action plan that you made at that time.
- Analyse the information contained in this year's Parish Self-Evaluation questionnaires to identify any issues, trends, or needs that emerge from these. (Summary data from the Parish questionnaires will be provided 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 2023 plan. You will also be provided with a blank form on which you can enter details of your action plan for 2024.

Who should complete the Self-Evaluation questionnaire?

The Diocesan Safeguarding Advisor (DSA), with the active support of the Vicar General (VG) or Vicar Episcopal (VE) for Safeguarding, should complete and submit the questionnaire. The Bishop should read the contents of the completed questionnaire and authorise its submission.

Completing and submitting the Self-Evaluation questionnaire


- 1) Together with this Guidance, you will have been provided with a PDF of a blank form and a link to the online questionnaire.
- 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) 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) You will be able to work on completing the questionnaire over time before submitting it.
- 5) 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.
- 6) If you click on the **SAVE** button on any page of the form, you will receive this message:

A screenshot of a JotForm 'Save your progress' window. At the top is the JotForm logo. Below it is the text 'Save your progress'. 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 is a horizontal line with 'OR' in the center. At the bottom, there is a link that says 'Already have an account? LOGIN' and a link at the very bottom that says 'Skip Create an Account'.

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

- 7) 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 making your final submission.

Safeguarding Self-Evaluation 2023



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](#)

- 8) When you are ready to submit your completed questionnaire, follow the instructions on the final page to ensure that your form is submitted online.
- 9) When you submit your form, you should immediately see an acknowledgement that your form has been received.
- 10) You will subsequently receive an email with an attachment showing all the information you have provided in your questionnaire. **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 (N.B. not concerns) which your Diocese received between 1st January 2023 and 31st December 2023. 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 28th June 2024.

TIMELINE

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