**Appendix B – Example implementation self-audit checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Current Status | Action still to be taken  | Lead person  | Timescale  |
| ***Example:*** ***Undertake a training needs assessment***  | ***Example:******Training has lapsed recently, the assessment needs to be completed from scratch***  | ***Example:***1. ***Priority for training will be given to:***
* ***Leadership roles***
* ***Those involved in youth work***
1. ***All other posts will then be assessed and prioritised according to need***
2. ***Training schedule moving forward will be developed and shared with the DSA.***
 | ***Example:******Deborah McGovern***  | ***Example:**** ***Priority training to be completed by June***
* ***Assessment to be completed by September***
* ***Schedule to be finalised in October***
 |
| **Section 1**  |  |  |  |  |
| Amendments to governing documents  |  |  |  |  |
| Communication and publicity of new policy  |  |  |  |  |
| Review, and if necessary creation of relevant data protection documents  |  |  |  |  |
| Implementing the policy – need for and development of local protocols  |  |  |  |  |
| **Section 2**  |  |  |  |  |
| Confirming who is the DSP and ensuring they have the correct training  |  |  |  |  |
| Communication and publication of who this is and what their role is  |  |  |  |  |
| New DSPs to have an induction with the DSA  |  |  |  |  |
| Clear protocols in place for communities with more than one diocese/DSA.  |  |  |  |  |
| **Section 3**  |  |  |  |  |
| Assessment of which roles need to be safely recruited  |  |  |  |  |
| Safer Recruitment training undertaken  |  |  |  |  |
| Review of joining processes to ensure they are adequately exploring safeguarding issues  |  |  |  |  |
| Agreeing what a “safer culture” means for your community, and identifying what steps need to be taken to achieve that  |  |  |  |  |
| Process in place for members to feed in their views about the culture of the organisation  |  |  |  |  |
| **Section 4**  |  |  |  |  |
| Training needs assessment carried out  |  |  |  |  |
| New and refresher training timelines created where appropriate  |  |  |  |  |
| **Section 5**  |  |  |  |  |
| Safeguarding risk assessments/action plans developed for any activities, accommodation, buildings or services  |  |  |  |  |
| Processes in place to keep members, visitors and service users (as appropriate) safe  |  |  |  |  |