**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 |  |  |  |  |