



SCOTTISH CATHOLIC SAFEGUARDING STANDARDS AGENCY  
*independently assuring safeguarding standards*

## Guidance on completing RELIGIOUS 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 Religious Congregation in Scotland to monitor and review its safeguarding practice and to plan how to improve it. The first page of the RELIGIOUS Safeguarding Self-Evaluation questionnaire takes account of a) very small communities with members who are not in active ministry and b) members who administer a parish.

The annual Self-Evaluation exercise should 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

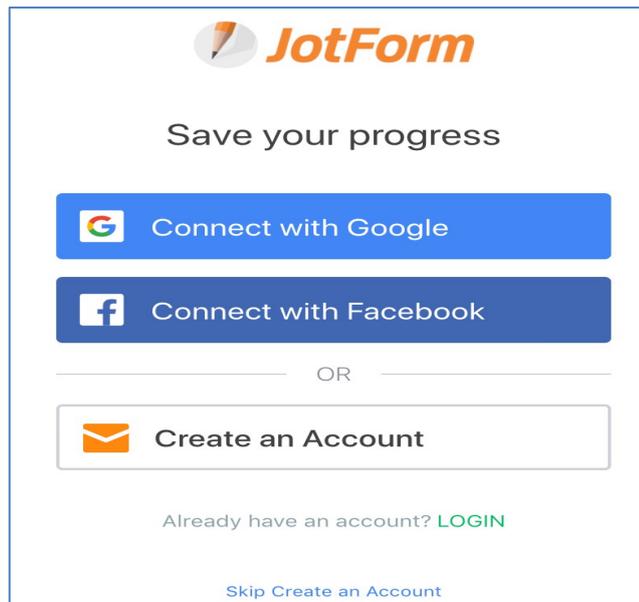
The on-line completion of Self-Evaluations is necessary and invaluable to all who are responsible for collecting, recording, and analysing completed questionnaires. After submission of your form, you will receive an email with a copy of all the information you have provided.

### Completing and submitting the Self-Evaluation Questionnaire

- 1) Scottish Catholic Safeguarding Standards Agency (SCSSA) has emailed you a link to the 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.

## Safeguarding Self-Evaluation 2023

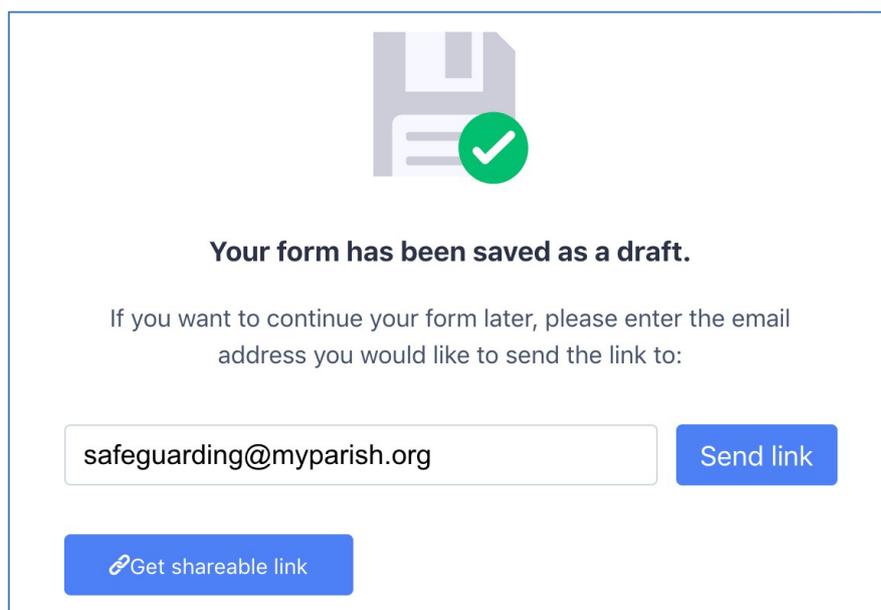
- 5) Please make reference, if necessary, to the attached PDF guidance documents which outlines the IN GOD'S IMAGE 'Standards and Indicators of Compliance'. We have also provided a PDF version of the 'Glossary of Terms' from IN GOD'S IMAGE to assist in the understanding of Safeguarding terminology.
- 6) You can work on completing the questionnaire in stages 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 an orange envelope icon). Below these buttons is the text "OR" and a "Skip Create an Account" link at the bottom. A link "Already have an account? LOGIN" is also present.

**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.



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. If you want to continue your form later, please enter the email address you would like to send the link to:". Below this is a text input field containing "safeguarding@myparish.org" and a "Send link" button. At the bottom is a "Get shareable link" button.

## Safeguarding Self-Evaluation 2023

- 7) When you are ready to submit your completed form, follow the instructions on the final page of the form to ensure that your form is submitted online.
- 8) When you submit your form, you should see an acknowledgement that your form has been received.
- 9) Subsequently you will receive an email with an attachment showing all the information that you have provided in your Self-Evaluation. This can be saved for your own records.

### **PARTICULAR POINTS TO NOTE**

- A. 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.
- B. Where you are asked to enter a NUMBER in any answer, PLEASE ONLY ENTER A NUMBER AND NOT WORDS (e.g., “0” not “Nil”).
- C. 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.
- D. Information on 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 Self-Evaluation, please email:

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

### **TIMELINE**

<b>w/c 15<sup>th</sup> April 2024</b>	SCSSA emails link to Guidance notes and online Self-Evaluation forms to RELIGIOUS Congregations.
<b>24<sup>th</sup> May 2024</b>	Closing date for RELIGIOUS Congregations to complete online submissions.
<b>14<sup>th</sup> June 2024</b>	SCSSA provides CRSSC with Summary Report on Religious Self-Evaluation submissions.
<b>by end of June</b>	CRSSC reflects on issues arising from Summary Report.
<b>end November 2024</b>	SCSSA publishes report on Self-Evaluation process overall.