

SAFEGUARDING PARISH/AGENCY AUDIT APPROACH (Based on SAAT)

- **Audit Planning—issues ID and areas of focus (Based on specific Parish/Agency SAAT)**
 - Identify the Parish/Agency to be audited for compliance
 - Send communique to Parish/Agency Priest/Director advising of Safeguarding Office compliance audit and the areas to be tested. Iterate that any evidence of compliance must be available to the compliance officer.
 - Review the Parish/Agency SAAT and identify any gaps or weakness
 - Read the Parish/Agency notes for action
 - Identify Corporate/Archdiocese areas of risk or concern requiring testing
 - Prepare audit tool
 - Collect any Parish/Agency evidence (available online, at office or make a request to the Parish /Agency) and undertake preliminary audit work
- **Audit Entry Meeting**
 - Contact the Parish Priest and arrange meeting
 - Meet with Parish representatives on the planned compliance audit
 - Convey the purpose and test sample areas to be undertaken
 - Reiterate the SAAT intent to attain Archdiocese NCCS compliance
 - Answer any queries on the audit approach and provide feedback
- **Undertake Audit**
 - Test the sample areas using the Safeguarding Compliance Audit Tool (SCAT)
 - Make notes for each criteria/indicator on compliance or non-compliance
 - Note priority issues for action (based on Audit Priority Ratings) by the Parish/Agency at the Audit Exit Meeting
- **Audit Exit Meeting**
 - Hold Exit meeting with Parish representatives on initial findings of Safeguarding compliance audit.
 - Iterate the priority findings and request that actions be taken based on the Audit Priority Ratings.
 - Advise that a compliance report will be completed for both the Parish/Agency and CAPAC on the audit findings and mitigation required to remedy the findings
- **Compliance Report with follow-up actions (if any ID)**
 - Compliance report developed detailing findings, risks and mitigation actions with timeframes for follow-up
 - Report distributed to both the Parish/Agency, CAPAC and copy retained electronically at Safeguarding Office.
 - Audit records may be released to CPSL on request when that agency conducts entity audits
- **Audit Follow-up**
 - Where possible, Parishes and Agencies required to progress follow-up/mitigation actions will be contacted on progress based against the Compliance Report
 - Cover sheet note to be made on the follow-up communication as to progress
- **Corporate Advice**
 - A Corporate Audit Summary of Safeguarding Office audits undertaken will be developed annually identifying Issues and trends of Archdiocese Significance.