

ANNUAL AUDIT CHECKLIST

1. Audit Details

Audit Completed by	
Date of Audit	

2. Audit Checklist

1.	The Register of Roles with access to children is complete and up to date	
2.	The Register of Individuals working with children is complete and up to date	
3.	Up to date Confidential Declarations are held for all those working with children (no more than 3 years old)	
4.	Enhanced CRB checks have been completed for all those working with children (no more than 3 years old)	
5.	Attendance Registers are kept by each Church group and contain details of children attending + adults leaders/helpers at each session	
6.	Group Leaders ensure that Registration Forms are completed annually for all children and young people attending their group.	
7.	Attendance Registers are passed to the Parish Office at the end of each academic year for archiving.	
8.	The Parish Office holds archives of Attendance Records for at least 20 years	
9.	A Health and Safety inspection has been completed on the Church building within the past 12 months	
10.	A Health and Safety inspection has been completed on the Parish Rooms within the past 12 months	
11.	A Fire Safety inspection has been completed on the Church building within the past 12 months	
12.	A Fire Safety inspection has been completed on the Parish Rooms within the past 12 months	
13.	A review of Food Hygiene processes has taken place within the past 12 months	
14.	There are adequate First Aid facilities in Church	
15.	There are adequate First Aid facilities in the Parish Rooms	
16.	The Church building has been checked for any child safety related issues and risks as part of this audit using the Risk Assessment Checklist	
17.	The Parish Rooms have been checked for any child safety related issues and risks as part of this audit using the Risk Assessment Checklist	
18.	Individuals and Non-Church Groups using Parish Rooms have all signed a declaration that they take responsibility for child safety at their events and have their own Child Protection policy in place where this is appropriate	
19.	The Parish Child Protection Policy has been reviewed and approved by the PCC within the past 12 months, and this is noted in the minutes.	
20.	A report on Child Protection is included in the report submitted to the APCM	
21.	A review of the work of each Church group involving children has been undertaken by the PCC at their Summer meeting.	

Signed:..... Signed: