

## Guide to Completing the Online Parish / Ministry Safeguarding Assessment



Parishes and ministries are required to complete a Safeguarding Assessment each year using the online assessment form.

The assessment is hosted on Snapforms, an Australian-based online platform. All data is stored in Australia and managed in accordance with the Australian Privacy Principles.

### Accessing and Completing the Assessment

- Access the Safeguarding Assessment via the link on the safeguarding webpage, or by copying the URL below into your web browser:

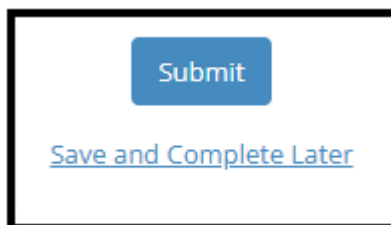
<https://archdioceseofbrisbane.snapforms.com.au/form/parish-safeguarding-assessment>

- Complete the assessment carefully and honestly.
- All questions and fields marked with a red \* are mandatory.
- A response is required for every criterion.
- Provide clear and relevant detail in the Evidence / Gaps / Comments fields.
- Supporting documents cannot be uploaded; however, all relevant evidence must be retained locally.

**\*\* Important** - The Office for Safeguarding, external auditors, and government agencies or regulators may request access to Safeguarding Assessments, supporting evidence, and associated Safeguarding Action Plans at any time for review or inspection.

### Saving your Progress

- You may complete the assessment over multiple sessions.
- To save your progress, select “Save and Complete Later” located below the Submit button at the end of the form.



- A link will be generated that allows you to return to the assessment.
- Copy the link or enter your email address to have the link sent to you for future access.

**Save and Complete Later** ×

**Your progress is saved.**

When you're ready to complete your form submission, use this form link:  
<https://archdioceseofbrisbane.snapforms.com.au/form/parish-safeguarding-assessment/fYijfmOtg9zGHksnZbil>  
[Copy URL](#)

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Send the form link to your inbox.

### Submitting the Assessment

- Once all criteria have been addressed, complete the Declaration section and sign or type your name in the signature field.

**Signature: \***

**Draw signature** | Type signature [Clear](#)

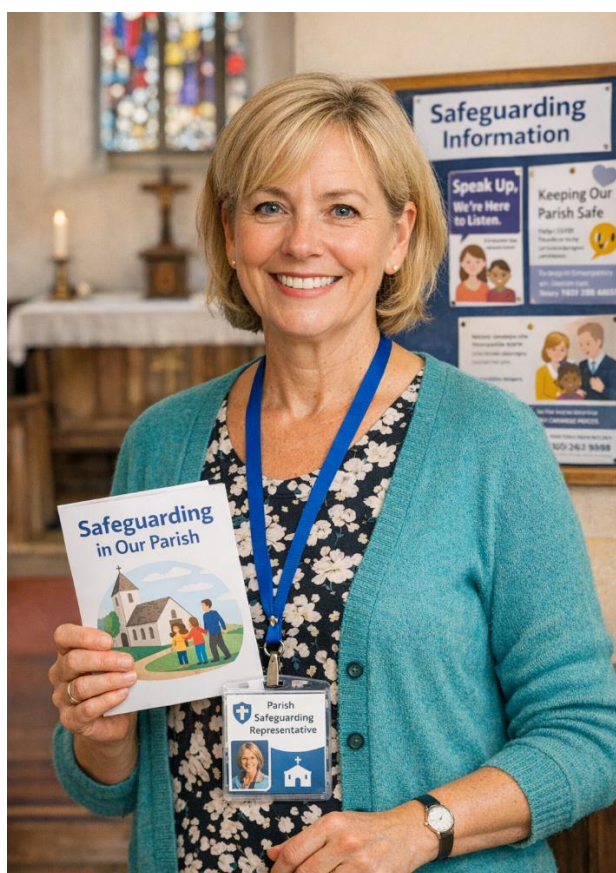
- Select Submit to finalise the assessment.



- A confirmation email, with the completed assessment attached as a PDF, will be sent to the email address you provided.

## Developing a Safeguarding Action Plan

- The completed Safeguarding Assessment must be used to inform the development of an annual Safeguarding Action Plan.
- Access the Safeguarding Action Plan template via the link on the safeguarding webpage.
- The completed Safeguarding Assessment and Action Plan are to be presented for formal approval to:
  - the Parish Priest or Ministry Leader, and
  - the relevant leadership or governance body (e.g. Parish Pastoral Council, Finance Council, Leadership Team, or Risk Management Committee).



**Safeguarding is everyone's responsibility.**