

## Handing Over Form

This is to certify that I ..... handed over the following documents / items (both may be applicable) -

- 1) Diocese of Kilmore Safeguarding Children: Policy & Procedures 2012 Manual (blue) ☐
- 2) NBSCCCI Safeguarding Children: Standards and Guidance Document (green) ☐
- 3) Safeguarding Representative Folder containing training materials, parish policies, procedures and forms. ☐
- 4) Key to parish safeguarding children filing cabinet (if applicable) ☐

To ..... (parish priest / new parish safeguarding representative)

On ..... (date)

Signed ..... (outgoing parish safeguarding representative)

Signed ..... (person receiving documentation)