

S1.A Guidance on Safe Recruitment Procedures

The Church authority acknowledges that safe care starts with the appointment of suitably qualified, skilled and vetted personnel who have the desired competencies and skills to carry out their function in an effective, efficient and safe manner. Whoever is employed by the Church, either in a pastoral or voluntary role, must be recruited safely and deemed suitable for the role that they are being asked to undertake.

Safe recruitment means that the Church authority will ensure that:

- All reasonable steps are taken to ensure that the Church eliminates applicants who might pose a risk to children;
- Those engaged in the recruitment process are suitably trained and experienced to undertake this task;
- The Church's recruitment procedures are transparent, adhere to best practice and comply with the rules of natural justice, appropriate record-keeping and human resource management;
- The Church is committed to the policy of inclusion and equality.

Appointment procedures (clerics/religious)

For clerics/religious who are part of the Church body in which they are ministering, the following procedure must be completed. All priests and religious should have gone through a formation programme that should include safeguarding children. In addition to this, the Church authority must ensure the following takes place prior to any appointment:

- Ensuring the cleric or religious signs the agreement form to following the Church's policy and child safeguarding standards;
- Requiring the cleric/religious to sign a declaration form stating that there is no reason why they would be considered unsuitable to work with children (S1.A Template 3);
- Requiring the cleric/religious to undergo relevant vetting/clearance procedures (Guidance S1.B);
- Ensuring the cleric/religious is inducted in the Church's child safeguarding policy (Guidance S2.A) and that they agree to follow the policy and the procedures of their Church body by signing an agreement form (S2. A Template 1);
- Ensuring the cleric/religious agrees to work within the Church body's code of behaviour (Guidance 1.2A);
- Ensuring that the cleric/religious attends training, in particular child safeguarding training detailed under Guidance S2.B

If a cleric or religious is not part of the Church body and applies for a voluntary or paid role within the Church body, they must follow the recruitment procedures for paid or voluntary staff. If the cleric or religious is visiting the Church body and is seeking to minister, the procedures outlined in Guidance S6.A must be followed.

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Recruitment procedures (paid staff)

The following procedures apply to the process of all appointments. It should be noted that these procedures do not affect the applicant's rights under the relevant employment legislation.

- Use a recruitment and selection checklist to ensure that effective practices are followed (S1.A Template 1).
- Use an application form, including reference requests (S1. A Template 2).
- Interview applicants to discuss their application form. This interview will include applicants being advised of their responsibilities towards children, and assessment of their suitability will include an awareness of child protection and safe care practices.
- Interview boards will be comprised of experienced and qualified personnel with a proven ability to draw out and explore the information that the candidate has included on their application form.
- All paperwork associated with the application process should be kept in accordance with record storage policy (Appendix B) . All references, reports and communications in respect of the applicant should be in writing, and access to them will only be available to appropriate personnel within the Church. Candidates will be advised that their application and the follow-up process of recruitment will be dealt with in the strictest confidence.
- The successful applicant will be offered a position subject to:
 - a. Suitable references (S1.A Template 4);
 - b. Signing a declaration form (S1.A Template 3);
 - c. Proof of qualifications, where applicable;
 - d. Relevant vetting/clearance procedures (Guidance S1. B);
 - e. Positive proof of identification.
- It should be noted that any lay person who is coming to work or volunteer in Ireland, who worked or volunteered in another country for more than one year, must provide a certificate of police clearance from the country or countries in which they have lived for a year or more, prior to coming to Ireland. Advice and support in obtaining a police clearance certificate can be found at www.fingerscan.ca and also at www.coru.ie/en/registration/police_clearance.

Once appointed, the following elements are critical:

- Ensure probationary periods are served, where appropriate;
- Ensure that the member of Church personnel is inducted in the Church's child safeguarding policy (Guidance S2.A) and that they agree to follow the policy and the procedures of their Church body by signing an agreement form (S2.A Template 1);
- Ensure professional support, supervision and appraisals are offered to Church personnel, where appropriate (Guidance S4.A);
- Provide ongoing training to Church personnel, in particular child safeguarding training detailed under Guidance S2.B.

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Recruitment procedures (volunteers)

Reasonable steps should be taken to ensure that all volunteers who work with children in the Church are assessed as 'safe'. This includes conducting the following procedures for all volunteers:


- Vetting through the Garda Vetting Bureau/AccessNI (Guidance S1.B) if required. It should be noted that any lay person who is coming to work or volunteer in Ireland, who worked or volunteered in another country for more than one year, must provide a certificate of police clearance from the country or countries in which they have lived for a year or more, prior to coming to Ireland. Advice and support in obtaining a police clearance certificate can be found at www.fingerscan.ca and also at www.coru.ie/en/registration/police_clearance;
- If the role of the volunteer does not meet the requirement for vetting then the volunteer must sign a declaration form stating that there is no reason why they would be considered unsuitable to work with children (S1. A Template 3);
- Ensuring the volunteer is inducted in the Church's child safeguarding policy (Guidance S2.A) and that they agree to follow the policy and the procedures of their Church body by signing an agreement form (S2. A Template 1);
- Ensuring the volunteer agrees to work within the Church body's code of behaviour (Guidance S3.A);
- Ensuring the volunteer agrees to report all safeguarding concerns in line with the procedures of the Church body (Guidance 2.1A).
- Considering whether to ask the volunteer to complete an adapted version of the application form (S1.A Template 2) if it is relevant to the role.

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S1. A Template 1: Recruitment and Selection Checklist

Contact with children	<ul style="list-style-type: none"> • What contact with children will the position involve? • Will the position involve unsupervised contact with children, or does it involve a position of trust? • What other forms of contact will the person have with children, e.g. Email, telephone? 	
Defining the role	<ul style="list-style-type: none"> • Have the tasks and skills necessary for the position been considered? • Does the task description make reference to working with and having responsibility for children? 	
Key selection criteria	<ul style="list-style-type: none"> • Has a list of essential and desirable qualifications, skills and experience been developed? 	
Written application	<ul style="list-style-type: none"> • Have all applicants been asked to supply information in writing, including personal details, past and current work/volunteering experience? • Have application forms been developed? 	
Interview	<ul style="list-style-type: none"> • Have at least two representatives been identified to meet with the applicant to explore information contained in their application? • Have the applicant and application forms been carefully considered, highlighting points to raise at interview, including: <ul style="list-style-type: none"> • The applicant's attitudes towards working with children; • Areas you want to explore in more detail; • Gaps in employment history; • Vague statements of unsubstantiated qualifications; • Frequent changes of employment? 	
Declaration	<ul style="list-style-type: none"> • Has the successful applicant been asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children? • Has the successful applicant been asked to declare any past criminal convictions and cases pending against them? 	
Identification	<ul style="list-style-type: none"> • Have applicants been asked, where necessary, for photographic documentation to confirm their identity and place of residence? • Will documentation relating to the applicant's identity and relevant qualifications be checked at the interview? 	

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Qualifications	<ul style="list-style-type: none"> • Are applicants asked for documentation to confirm their qualifications? 	
Vetting procedure/ AccessNI	<ul style="list-style-type: none"> • Does the position require the applicant to be vetted/AccessNI checked? • Has the applicant been informed that they may need to undergo vetting/AccessNI before they take up any appointment? Does this applicant require a certificate of police clearance from other countries in which they have worked/ volunteered? 	
Records	<ul style="list-style-type: none"> • Are details of the selection/induction process retained in the personnel file of the successful applicant? Are references kept on file as part of the record of the recruitment process? • Are personnel informed that information such as application and declaration forms are held on file? 	
Confidentiality	<ul style="list-style-type: none"> • Is information about the applicant only seen by those directly involved in the recruitment process? • Are applicants reassured that information about them, including information about convictions, will be treated in confidence and not used against them unlawfully? 	
References	<ul style="list-style-type: none"> • Are applicants asked to supply the names of two Referees who are not family members, or who are not involved in the recruitment process, and ideally who have first-hand knowledge of the applicant's experience of work/contact with children? • Are Referees asked specifically to comment on the applicant's suitability to work with children? • Are all references provided in writing and verified by a follow-up telephone call? 	
Suggested questions for Referees	<ul style="list-style-type: none"> • The post involves substantial access to children. We are committed to the welfare and safeguarding of children. Have you any reason at all to be concerned about this applicant being in contact with children? • How long have you known this person? • In what capacity? • Would you have any hesitation in them taking up this position? 	

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S1. A Template 2: Application Form

Personal

First name _____

Surname _____

Church body _____

Have you been previously known by any other names? _____

Address _____

Telephone number _____

Email _____

Work experience

Please detail below the experience you have gained in your professional life.

Have you previously been involved in voluntary work? If yes, please give details.

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Why do you want to get involved in this activity?

Have you previously received any training for working with children or young people? If yes, please give details.

Do you have any specific needs that we need to be made aware of?

Please provide any other relevant information below.

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Referees

Please provide the names and contact details of two people whom we could contact for a reference (not relatives).

Referee 1

Name _____

Address _____

Telephone number _____

Email address _____

Referee 2

Name _____

Address _____

Telephone number _____

Email address _____

Declaration

I declare that I have completed this form truthfully, and that I agree to abide by and accept the terms and conditions of my involvement, if successful in the application process.

Signed _____

Date _____

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S1. A Template 3: Confidential Declaration Form

The information contained in this form will be kept securely by the _____ (name of diocese/order). Legislation in both jurisdictions in Ireland has, at its core, the principle that the welfare of children and young people must be the paramount consideration.

Who should complete this form?

Church bodies ask that everyone working or volunteering for the Church, who will come into contact with children or the personal details of children, abide by good practice by completing and signing this declaration.

Do you have any prosecutions pending, or have you ever been convicted of a criminal offence or been the subject of a caution or binding over order?

Yes No

If yes, please state below the nature and date(s) of the offence(s).

Date of offence _____

Nature of offence _____

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child?

Yes No

If yes, please provide details including date(s) _____

Full name (print) _____

Any previous surname _____

Address _____

Date of birth _____ Place of birth _____

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What role/position are you currently applying for?

Declaration

I understand that if it is found that I have withheld information or included any false or misleading information above, I may be removed from my post, whether voluntary or paid, without notice. I understand that the information will be kept securely by the _____ (name of Church body).

I declare that the information I have provided is accurate.

Signed _____ Date _____

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**S1.A Template 4: Character and Personal
reference Request**

Dear _____ (name),

Your name has been given to us by _____ (applicant name), who
has applied for the position of _____ (name of position).

I would appreciate you completing, signing and dating the information below and returning it to
me at the enclosed address.

Thank you in advance for your help.

Yours sincerely,

(Signature and date)

1) Can you tell us how long you have known the applicant?

2) In what capacity do you know the applicant?

3) Can you highlight some of the applicant's positive skills and qualities?

4) Do you, without reservation, recommend the applicant for the position for which they have
applied? Please bear in mind that this position involves working with children.

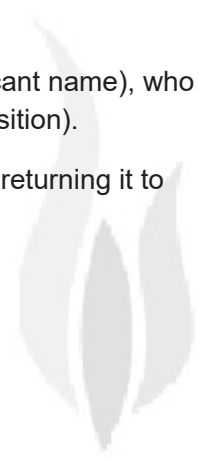
Yes No

Why? _____

Please include any additional comments below.

Signed _____

Date _____



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S1.A Template 5: Confidentiality Declaration

I confirm and declare that all confidential and personal information that is disclosed to me or to which I have access during the course of acting as _____ will be kept strictly confidential, and shall:

- a. not be disclosed or otherwise made available by me to any person, except in accordance with the procedures set out in the safeguarding children policy and procedures;
- b. be used by me only for the purpose of the procedures set out in the safeguarding children policy and procedures.

If I am required to disclose confidential or personal information in accordance with law or by virtue of a court or similar order, other than in accordance with the safeguarding policy and procedures, nothing in this declaration prevents me from doing so. However, in those circumstances, I will inform the relevant Church authority without delay.

I acknowledge that some or all of the confidential and personal information may contain 'personal data' and 'sensitive personal data' within the meaning of data protection legislation, and I therefore agree to comply with my obligations under this legislation. In so far as I am the data processor in accordance with the Data Protection Acts,¹ then I agree only to process personal data on, and subject to, the instructions of the relevant data controller, maintain appropriate security measures against all unlawful processing in respect of the personal data, and allow the relevant data controller to monitor and audit my compliance with my obligations in respect of personal data.

My obligations under this declaration continue even after I may cease

to act as a _____.

Signed _____

Dated _____

¹ Data Protection Act 1988 and 2003 (ROI); Data Protection Act 1998 (NI); Data Protection Act 2018(NI); Data Protection Act 2018 (ROI).

S1. B Guidance on Vetting

It is essential that those people who work in any capacity with children (under 18) are, as far as possible, assessed to ensure that they do not present a risk to children. Guidance S1.A provides the required standard of practice in relation to recruitment and selection. It also provides a checklist for engaging proper procedures when taking on staff and volunteers who will be working with children.

One part of the recruitment process is to screen applicants against police criminal conviction and caution records. This screening process – called Vetting – includes a check against relevant police-held conviction and non-conviction information, against UK lists of individuals who have been barred from working with children and/or vulnerable adults¹, and, in the Republic of Ireland, against An Garda Síochána records.

The Republic of Ireland (ROI)

In the Republic of Ireland vetting is carried out through the National Vetting Bureau under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

From the date of commencement of the legislation on 29 April 2016, it is a criminal offence to allow anyone to engage in ministry with children or vulnerable adults, without having them vetted first. In addition, Section 26 of the Sex Offenders Act 2001 means that it is a criminal offence for some people who are guilty of certain criminal offences to fail to notify their employers of this fact before taking a job or performing a service. It is a requirement under this legislation for a prospective employee or volunteer to inform the employer of offences committed in Ireland and abroad.

The 2012 National Vetting Bureau Act (as amended in the Criminal Justice [Spent Convictions and Certain Disclosures] Act 2016) sets out circumstances that require vetting, defined as:

Any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children (and/or vulnerable adults).

Good safeguarding practice means that, as far as possible, management and supervision arrangements are such that substantial, unsupervised access to children is limited.

Under Schedule 1, Part 1, Paragraph 7, of the National Vetting Bureau Act (as amended by Paragraph 27 of the Criminal Justice [Spent Convictions and Certain Disclosures Act] 2016) also requires:

Vetting in respect of any work or activity as a minister or priest or any other person engaged in the advancement of religious beliefs, to children (and vulnerable adults) unless such work or activity is merely incidental to the advancement of religious beliefs to persons who are not children (or vulnerable adults.)

Full detail of the vetting legislation, including definitions of 'Relevant work or activities relating to children' can be viewed here <https://www.irishstatutebook.ie/eli/2012/act/47/enacted/en/html>

¹ Any work or activity that is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children (and/or vulnerable adults).

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Vetting in Northern Ireland

The Police Act 1997 (Criminal Records) (Disclosure) is the legislation that allows for an enhanced criminal record check for those engaged in regulated activities with children and vulnerable adults.

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 sets out the activities and work that are 'regulated activities', which a person who has been barred by the Disclosure and Barring Service must not do.

Vetting is carried out in Northern Ireland if a member of Church personnel engages in a regulated activity. An enhanced check can disclose non-conviction information or 'soft intelligence' if the police consider it is relevant to the role. This could be an incident that did not go to court, or information about an ongoing police investigation.

An enhanced check also includes a barred list check for anyone applying to do paid or voluntary work that is a regulated activity. A barred list check involves checking whether the individual is part of barred lists of people who are prevented from doing certain types of work.

Full detail of the vetting legislation, including definitions of 'Regulated activities relating to children' can be viewed here https://www.legislation.gov.uk/nisi/2007/1351/pdfs/uksiem_20071351_en.pdf

Re-Vetting

It is recommended that applicants be re-vetted at least every three years.

Storage of Records

The Church body is responsible for appointing a data protection officer to ensure that all records are retained, stored and destroyed appropriately. Consideration should be given to the storage of application forms, references and any other records of vetting checks that have been carried out in line with data protection legislation. All records should be retained at least for the length of involvement of the applicant, or until they are re-vetted. Thereafter all documentation gathered during the vetting process (for example identity check) should be returned to the applicant or destroyed. A record that a vetting check has been carried out should be retained in line with data protection legislation ([Appendix B](#)).

In ROI, the retention of documents is a requirement of the National Vetting Bureau. This requirement is made to assist the National Vetting Bureau with its functions and to ensure compliance with the statutory process of vetting. Advice from the Vetting Bureau is that all data relating to the process should be retained until the individual concerned leaves the Church body in one way or another or is re-vetted for their continuing employment pursuant to the Church bodies re-vetting procedure. All vetting records should be stored securely in line with the Church bodies recording and storage of records procedures.

In Northern Ireland, the Vetting Disclosure Certificate is forwarded by Access NI directly to the applicant. The applicant may decide to share the content of the Vetting Disclosure Certificate with the authorised signatory. The authorised signatory retains a record of the reference number and the date when the Vetting Disclosure Certificate was presented. The only exclusion is if the applicant appeals the decision of the authorised signatory. In this instance the record should be retained for three months, following completion of the appeal process.

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Assessing the suitability of an applicant following a vetting disclosure

It must be emphasised that vetting is a small part of a recruitment process and that all other aspects must be part of the overall assessment of suitability of an applicant. The information below sets out the possible responses following receipt of a vetting disclosure.

Legislation in both jurisdictions (Northern Ireland and the Republic of Ireland) requires the Church body to carry out vetting checks with the relevant body (Access NI or Garda Vetting Bureau) prior to allowing a person to work with children (and/or vulnerable adults).

Application stage

It is essential that all conviction and caution information is shared on the vetting application form. Failure to do so following any disclosure by the relevant vetting office may exclude the applicant from the role.

Disclosure – nothing of concern

If the vetting disclosure does not reveal any soft information, cautions or convictions the applicant, on the basis of vetting can be deemed suitable for working with children (and/or vulnerable adults). However all other aspects of the recruitment process must also be considered (Guidance S1.A).

Disclosure – Information not relating to child (vulnerable adult abuse)

If the vetting disclosure reveals information of a caution or conviction (not of a child or vulnerable adult abuse nature) this must be assessed in line with the requirements of the ministry or work applied for. Issues that should be considered include:

- Was the caution or conviction disclosed by the applicant?
- Is the caution or conviction relevant to the work with children? e.g. if there is a motoring offence and the role does not involve the use of a vehicle is it relevant?

Is the caution or conviction relating to an offence of theft or dishonesty – while this may not appear relevant to the role with children it may reflect an applicant's character.

Disclosure – Information relating to child (vulnerable adult) abuse

If the vetting disclosure reveals information which includes soft information relating to child or vulnerable adult abuse, careful consideration should be given whether it is appropriate to engaging the applicant in ministry or work with children and or vulnerable adults.

Remember caution or conviction relating to domestic violence is relevant.

If the vetting disclosure reveals information of a conviction for abuse of a child or vulnerable adult, the applicant should not be engaged to minister or work with children or vulnerable adults.

Appeals

It must be noted that any appeal can only be made in relation to the Church decision not to employ the candidate (paid or voluntary), on the grounds that they are not suitable to work with children. The Church has no role in reviewing the contents of the disclosure by the National

Vetting Bureau or Access NI. If there is a disagreement about the disclosure, the applicant must appeal directly to the National Vetting Bureau or Access NI.

The employer will assess the information returned from Access NI or the National Vetting Bureau and decide if there is any reason not to employ the applicant, from a criminal information or specified information perspective. The applicant will be informed that their application cannot proceed based on the information returned through the vetting process.

If the applicant wishes to appeal the Church decision, they should be informed in writing about the process of an appeal.

An appeals panel will be established by the Church authority to hear the appeal. The Church authority will determine if the final decision regarding the appeal rests with the appeals panel or is deferred to the Church authority for a final decision.

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 states that the information contained in the vetting disclosure made to the organisation shall not be used or disclosed by the relevant organisation other than in accordance with the Act. Any breach of this requirement is an offence. Therefore, prior to engaging in any appeals process, legal advice may be sought.

An applicant will be told that the appeal process will require that information disclosed to either Access NI or the National Vetting Bureau can be shared with the panel members, and that any representations made by him/her may be shared with the statutory authorities. Any detail provided, for example to explain the background to a conviction, will be shared with Access NI or the National Vetting Bureau to ensure it is a realistic representation of the facts.

Representation from the applicant will be requested in writing to offer them the opportunity to explain any circumstances in relation to the information received that might further inform the appeals panel. The panel may permit an oral hearing if it is deemed necessary for the fair and just disposition of the appeal.

The role of the appeals panel is to decide if the original decision was unreasonable or irrational. In the first instance, the panel will communicate its recommendation to the Church authority.

The Church authority should take cognisance of the advice of the appeals panel. The applicant will then be informed in writing of the final decision following a review by the Church authority, based on the advice of the appeals panel.

Constitution of panel

The Church authority will appoint an appeals panel. The following people should be considered as appropriate members of the panel:

- Chair of the safeguarding committee.
- Priest or religious.
- Lay person with child protection experience.

Advice can be sought from the following: a representative from HR (if the Church body has one); a civil law solicitor; a Canon lawyer; and/or an employment lawyer.

Role of panel

- To receive and hear requests for review of decisions not to appoint on the basis of information received through the vetting process.
- To review the written information provided by the applicant, and to receive oral evidence from the applicant and relevant Church personnel, if deemed appropriate.
- To make a judgement regarding whether the decision not to employ was reasonable.
 - Was the decision to use based on a potential risk to children?
 - Was the relevance of the specific role taken into consideration?
- If it is determined that the final decision regarding the appeal rests with the Church authority, the appeals panel must report its recommendation to the Church authority for consideration.

Time frame

- An appeal must be lodged with the employer within twenty-eight days of being informed of the decision not to appoint. The applicant will be asked to provide written representation within fourteen days of receipt of correspondence requesting this. Failure to provide this information within the time frame suggested, or failure to seek an extension, will result in the matter being closed and the original decision standing.
- The appeals panel will aim to review all information within fourteen days of receipt of the same, and communicate its recommendation in writing to the Church authority.
- The Church authority will communicate their decision in writing to the applicant.

Sharing of vetting information (ROI Only)

Under Section 13 (2) of National Vetting Bureau (Children and Vulnerable Persons) Act 2012:

'A relevant organisation may submit an application for vetting disclosure under this section on its own behalf or on behalf of another relevant organisation that the organisation represents for the purposes of the vetting procedures under this Act and, where a relevant organisation submits an application on behalf of another relevant organisation, it shall inform the Bureau of that and provide it with the particulars erred to in Section 8 (5).'

In these circumstances, it is recommended that a Service Level Agreement (S1.B Template 1) is developed between the organisations or Church bodies which sets out the sharing of the disclosure. It must be understood that sharing of such information can only be done with the permission of the subject of the disclosure

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**S1.B Template 1: Service Level Agreement to Share
Vetting Information**

(for use only in the Republic of Ireland)

This section must be completed by the named Church authorities

This service level agreement regarding Garda vetting and sharing of disclosures is between:

(A) NAME OF CHURCH BODY/ORGANISATION WHO WILL CONDUCT VETTING CHECK

And

(B) NAME OF CHURCH BODY/ORGANISATION WHO WILL BE REPRESENTED FOR THE PURPOSE OF VETTING BY THE CHURCH BODY/ORGANISATION NAMED IN A)

This agreement sets out the arrangements for obtaining Garda vetting disclosures and the sharing of information obtained through a vetting disclosure, to enable members B) to minister in NAME OF CHURCH BODY/ ORGANISATION WHERE MINISTRY WILL OCCUR.

Section 12.3(A) allows for such sharing of information as follows:

Where 2 or more relevant organisations jointly agree in writing to the employment, contracting, permitting or placement of a person to undertake relevant work or activities, it shall be a defence in any proceedings brought against a person for an offence under subsection (2) to show that another relevant organisation who was party to the agreement received a vetting disclosure in respect of the employment, contract, permission or placement of the person concerned. (National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016).

1. (A) will act as the relevant organisation, whose responsibility it is to conduct all vetting on behalf of (B), whose members, employees and lay staff are engaged in relevant work with children or vulnerable adults.

2. In addition to the Garda vetting consent requirements, the applicant will fill out a consent form agreeing to the sharing of the disclosure between (A) and (B).

3. Upon receipt of the disclosure the Church body/organisation engaging the applicant, shall be responsible for assessing the suitability of the applicant for the stated relevant work.

4. Records relating to the disclosure and an agreement to share this, should be maintained in line with data protection legislation.

Signature: _____ Date: _____

Church authority of (A)

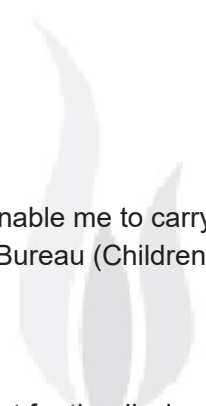
Signature: _____ Date: _____

Church authority of (B)

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**S1.B Template 1: Service Level Agreement to Share
Vetting Information**

(for use only in the Republic of Ireland)



This section must be completed by each applicant.

I NAME OF APPLICANT give my consent for a Garda vetting check to be conducted to enable me to carry out relevant work relating to children and vulnerable adults as defined in the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016).

I understand that (A) is conducting the Garda vetting on behalf of (B) and I give my consent for the disclosure to be shared with appropriate representatives of NAME OF CHURCH BODY/ORGANISATION WHERE MINISTRY WILL OCCUR when considering my application to carry out relevant work.

.....

Signature of applicant

.....

Date

.....

Witness

.....

Date

S2.A Guidance on an Induction Process for All Involved in the Church

As soon as possible after their appointment, all Church personnel should undertake an induction process. A core component of this must include child safeguarding.

This induction process should include the following steps:

- A representative of the Church authority meets with the newly appointed member of Church personnel and provides them with an appropriate copy of the child safeguarding policy and procedures (for guidance on appropriate and accessible formats, see Guidance L1.D).

During this meeting:

- The newly appointed member of Church personnel is asked to carefully read the provided document and to come back to the representative of the Church authority with any questions they have;
- The newly appointed member of Church personnel is made aware that they will be required to attend a basic child safeguarding awareness training event, appropriate to their role, in line with Guidance S2.B;
- The newly appointed member of Church personnel is made aware of how to access support regarding their role (Guidance S4.A).

Following the meeting:

- Having read the child safeguarding policy and procedures, and having any questions about it answered by the appropriate representative of the Church authority, the newly appointed member of Church personnel is then asked to sign and date an induction agreement form (S2.A Template 1) to say that they have read and understood the child safeguarding policies and procedures, and that they will abide by these in their role within the Church;
- This form (S2.A Template 1) is returned to the appropriate Church representative, who stores it safely and securely.

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**S2.A Template 1: Induction Agreement Form for
All Church Personnel**

Data Protection

This form will be held on file in accordance with the data protection policy of _____
_____(name of Church body).

The data entered will be used only for the purposes indicated on the form. It may be accessed only by those with responsibility for managing files.

Declaration

As part of the recruitment process for the post of _____
I confirm that I:

- Have been provided with a copy of the child safeguarding policies and procedures;
- Have been given an opportunity to have any questions addressed by a representative of the local Church authority;
- Have read and understood the policies and procedures document I have been provided with;
- Will abide by the requirements of the child safeguarding policy and procedures;
- Will attend a safeguarding information session/full-day programme (as appropriate)

Name _____

Signature _____

Date _____

