

DIOCESE OF  
DOWN & CONNOR



# **BEST PRACTICE IN RECRUITMENT AND SELECTION OF PARISH STAFF AND VOLUNTEERS**

## **TRAINING PROGRAMME**

### **MODULE TWO**

**2014**

These materials have been produced by the Diocese of Down & Connor Safeguarding Office, and cannot be reproduced, photocopied, or used in any other context without written permission of the Safeguarding Office

BEST PRACTICE IN SAFEGUARDING AND  
PROTECTING CHILDREN AND YOUNG PEOPLE  
AND THE ADULTS WHO WORK WITH THEM

# PARISH SAFEGUARDING COMMITTEE TRAINING PROGRAMME

## MODULE TWO

*MATERIALS AND ASSOCIATED FORMS TO SUPPORT BEST PRACTICE IN RECRUITMENT AND SELECTION  
OF PARISH STAFF AND VOLUNTEERS*

- 1. Following best practice in recruiting parish staff and volunteers**
- 2. The process for vetting clergy, staff and volunteers**

## **MODULE TWO: MATERIALS AND ASSOCIATED FORMS TO SUPPORT BEST PRACTICE IN RECRUITMENT AND SELECTION OF PARISH STAFF AND VOLUNTEERS**

Most Parish Groups that involve volunteers know what is involved in good practice when identifying and selecting volunteers. It is important that the Parish Safeguarding Committee is pro-active in encouraging groups to comply with Best Practice as the most effective way of being fair and transparent in the process of involving staff and volunteers. The Parish Safeguarding Committee can also facilitate standardising practice.

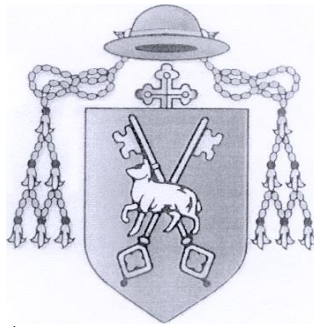
**The following stages represent Best Practice to be followed by the PSC and Parish Groups in involving staff and volunteers:**

1. **Agree a Role Description** **(PP and Parish Group)**  
(i.e. short written description of what the tasks are)
2. **Agree a Staff /Volunteer Specification** **(PP and Parish Group)**  
(i.e. person that might be suitable – experience, qualities, and skills required)
3. **Advertise Role** **(PP and Parish Group)**  
(i.e. this can take different forms but essentially it is about having a process of encouraging as many people as possible to come forward).
4. **Completion of Staff /Volunteer Application Form** **(PSC)**  
(i.e. record of relevant details (see pro forma).
5. **Short listing if required** **(Parish Group)**  
(For many parish activities this will not be required as everyone that applies will be interviewed).
6. **Interview/Informal Chat** **(PP, Parish Group, PSC)**  
(Clarify all that is involved in the role. Seek information to enable an assessment of general suitability. Should be carried out by at least 2 people)
7. **Agree suitable/preferred applicants.** **(Parish Group, PSC)**
8. **Collect References.** **(PSC)**
9. **Confirmation of Applicant's Identity** **(PSC)**  
(This must be done by a PSC member either as part of the interview / informal chat or through other arrangements set by the PSC. Applicants should provide confirmation of identity (as set out in the Appendix 9 -Valid Identity Documents)

10. **Arrange for distribution of forms for an ACCESS NI Check** (PSC)  
(Forwarded by applicant to the Northern Vetting Office)
11. **Decision communicated to applicant and the Chairperson of the PSC**  
(Based on the outcome of completion of all aspects of the above process including confirmation of the outcome of the ACCESS NI check) (Northern Dioceses Vetting Office and PSC)
12. **Identify training and support / supervision requirements.** (Parish Group)
13. **Trial Period** (PP and Parish Group)  
(This allows groups and volunteers to consider their suitability and commitment.)

While it is not the main responsibility of the PSCs to be involved in the selection of staff and volunteers, they should encourage Parish Groups to develop Best Practice in this process.

**NB: No staff/ volunteer takes up a post working with children / vulnerable adults until the vetting process has been completed and the Chair of the PSC has been informed in writing by the Northern Diocesan Vetting Officer of the outcome.**



**Down & Connor Diocese**

## APPENDICES

1.	Introduction	7
2.	Checklist for Parish Safeguarding Committee Chairs	11
3.	New Volunteer Application Cover Letter	13
4.	Application form for New Parish Volunteers	15
5.	Volunteer Reference Form	17
6.	Confidential Declaration Form	19
7.	Catholic Church Northern Dioceses Identity Verification Form	22
8.	Access N.I. Form	23
9.	Valid Identity Documents	25
10.	Letter of Freedom to Appoint	27
11.	Letter of Appointment	29
12.	Agreement Form	31
13.	Code of Conduct	33
14.	Vetting Confirmation Request	36

## **APPENDIX 1**

## **INTRODUCTION**

## INTRODUCTION

Volunteers and the tradition of volunteering are well known in the Catholic Church. The parishes to which we belong would not be the thriving communities they are today without parishioners getting involved in parish activities.

There are many volunteers in the parishes of our Diocese – parishioners who enthusiastically give of their time, talents and experience. Volunteering is a practical way to show that we care and that we want to be involved in the development of the Parish/Diocesan community.

For these reasons it is essential that parishes and diocesan groups give careful consideration to recruitment and selection procedures that will promote volunteering and ensure the safety and well-being of children, young people and vulnerable adults.

Some may view thorough selection procedures as an unnecessary burden, particularly if the person is part-time, a volunteer, and already known to the parish community. However, the more routine the procedure becomes, the less intimidating it will be to genuine and well motivated applicants. By having good standards of practice in our organisations people are more likely to want to join.

Additionally, under the Safeguarding Vulnerable Adults Groups (N.I) Order 2007, there is a legal requirement to vet anyone who is in a 'regulated' activity in their role with children, young people and vulnerable adults.

This Module Two handbook sets out the approach you should take to ensure good practice and the forms for implementing the procedures within the Northern Dioceses of the Catholic Church.

## WHAT IS THE ROLE OF A PARISH SAFEGUARDING COMMITTEE IN ENCOURAGING AND SELECTING PARISH VOLUNTEERS?

The PSC will be asked to engage in the process of assisting Parish Groups with encouraging and selecting volunteers who wish to become involved in parish activities which involve children, young people and vulnerable adults.

Broadly speaking the PSC will have Two distinct roles in this area:

### 1. ASSISTING PARISH GROUPS IN BEST PRACTICE IN ENCOURAGING AND SELECTING VOLUNTEERS

- The PSC will assist in helping to:
  1. Standardise the process.
  2. Ensure that safeguards are put in place to protect children, young people and vulnerable adults when identifying and selecting volunteers.
  3. Comply with Best Practice, legally and morally in identifying and selecting volunteers.
- Identify with Parish Groups, their training needs following selection.

### 2. VETTING

- Manage all associated vetting forms
  1. Ensure each applicant is provided with the 3 forms
  2. Check that they are all completed correctly, signed and dated
  3. Ensure they are sent to the Northern Dioceses Vetting Office
  4. Confirm with Applicant the decision from the Vetting Office once vetting is completed
  5. Ensure applicant signs practice agreement

Most Parish Groups who deliver their work through volunteers are familiar with what is entailed in good practice when encouraging and selecting such volunteers.

#### REMEMBER:

**Good recruitment practices will mean that those who might present a risk to children are less likely to be attracted to get involved and less likely to be recruited.**



## PROCEDURES FOR RECRUITMENT AND SELECTION

The following steps are necessary to ensure good practice:

Defining the Role - this involves thinking through exactly what you consider the role of a new volunteer to be, and what skills will be required for them to perform effectively.

Application Form - this should be supplied together with appropriate information of what is expected of the volunteer i.e. clear job/role description and a Code of Conduct. (See Appendix 4)

Interviews - the group leader and/or the Priest/ PSC member should meet the person. This is also the opportunity to explain the Child Protection Policy and ensure that the person has the ability and commitment required to put the policy into practice.

References - two references should be obtained from people who are not family members or the PP. References must be taken up in writing and maybe followed up orally if further clarification is necessary. (See Appendix 5)

Declaration - all volunteers will be asked to declare any past criminal convictions, and cases pending against them, or any investigation of a complaint that is unresolved. This information is held confidentially by the Diocesan Registered Person. (See Appendix 6)

Identification - the volunteer will complete the 'Catholic Church Identity Verification Form', providing the appropriate original identity documents as required for the Access N.I. check. The PSC/Parish Representative must confirm the identity of the applicant. (See Appendix 7)

Access N.I. - the volunteer will complete the 'Access N.I. Form' to enable the Registered Person to obtain the background criminal record. (See Appendix 8)

Letter of Appointment - to be forwarded to the volunteer by the PSC or the PP upon the satisfactory completion of the process. (See Appendix 11)

Agreement - the volunteer should agree in writing to adhere to the Diocesan Child Protection Policy and Procedures and to attend an information session raising awareness of Child Protection issues. This will provide individuals with knowledge and skills and so increase their confidence to perform their role. (See Appendix 12)

The Catholic Church is committed to best practice in child protection. An important aspect of ensuring children's safety and well-being is the prevention of child abuse. The role of training and raising awareness of child protection issues, policies and procedures is fundamental to the development and maintenance of a safe environment.

## **APPENDIX 2**

### **CHECKLIST FOR PARISH SAFEGUARDING COMMITTEE CHAIRS**

## CHECK LIST FOR PSC CHAIRPERSON IN RELATION TO RECRUITMENT AND SELECTION OF VOLUNTEERS AND PAID STAFF

### APPLICANT DETAILS

Name of Applicant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Post/role: \_\_\_\_\_ Parish: \_\_\_\_\_  
 Application form – date issued: \_\_\_\_\_ Date received: \_\_\_\_\_

### REFERENCES

Name of Referee 1: \_\_\_\_\_ Date requested: \_\_\_\_\_  
 Date returned: \_\_\_\_\_  
 Name of Referee 2: \_\_\_\_\_ Date requested: \_\_\_\_\_  
 Date returned: \_\_\_\_\_

### VETTING PROCEDURE

#### *Northern Dioceses Catholic Church Vetting Office (NDCCVO) Identity Verification Form*

Date completed: \_\_\_\_\_ by whom: \_\_\_\_\_  
 Date forwarded to NDCCVO: \_\_\_\_\_ by whom: \_\_\_\_\_

#### *Access N.I. form*

Date completed: \_\_\_\_\_ by whom: \_\_\_\_\_  
 Date forwarded to NDCCVO: \_\_\_\_\_ by whom: \_\_\_\_\_

#### *Confidential Declaration form*

Date form issued to applicant: \_\_\_\_\_  
 Date of Letter of Appointment from the NDCCVO: \_\_\_\_\_  
 Letter of Appointment issued to Applicant date: \_\_\_\_\_  
 Agreement Form issued to Applicant date: \_\_\_\_\_

## **APPENDIX 3**

### **NEW VOLUNTEER APPLICATION COVER LETTER**



**Down & Connor Diocese**

**APPLICATION FORM FOR NEW PARISH VOLUNTEERS  
COVERING LETTER**

Dear Parish Volunteer,

Thank you for your interest in volunteering within the parish.

As part of the Diocesan Policy and Procedures for safeguarding children, young people and vulnerable adults, it is a requirement that all new volunteers complete the attached volunteer application form.

Once completed, the application form should be returned to the Chairperson of your local Parish Safeguarding Committee c/o the Parish Office. The Chairperson, on behalf of the parish, will take up two references named on your form.

The Chairperson will make contact with you as your volunteering position requires an ACCESS N.I. check to be completed. The Chairperson will provide you with the necessary forms and a guidance sheet on the process for the ACCESS N.I. system. As part of the process the Chairperson will be required to confirm your identity and will request to see specific documents to verify your identity, as outlined in the guidance sheet provided by ACCESS N.I. (*see included Valid Identity Documents*).

**Following a satisfactory check, then and only then, will you be able to take up your volunteering position.** This will be confirmed with me in writing by the Diocesan Registered Person, Northern Dioceses Catholic Church Vetting Office, Belfast (the person registered to access criminal records checks with ACCESS N.I.) and I will subsequently confirm this in writing to you. It is important to note that a previous criminal conviction will not necessarily prevent you from taking up the role applied for.

We are very aware of the confidential nature of the information shared and wish to assure you that all information will be treated in the utmost confidence and handled strictly in accordance with the Diocesan Policy on Secure Storage and Retention of Records.

The Northern Dioceses Vetting Office complies with a Code of Practice issued by Access NI and copies of this document can be obtained from the vetting office if required.

Thank you for your co-operation and interest in volunteering for the Parish.

Yours sincerely,

---

**Parish Safeguarding Committee Chairperson**

## **APPENDIX 4**

### **APPLICATION FORM FOR NEW PARISH VOLUNTEERS**

## Application Form for New Parish Volunteers

PARISH: \_\_\_\_\_ ROLE APPLIED FOR: \_\_\_\_\_

SURNAME: \_\_\_\_\_ FORENAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

POST CODE: \_\_\_\_\_

TEL. NO/MOBILE: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

*If you have you previously been involved in voluntary work / working with children /vulnerable adults please give details (continue on back of this sheet if necessary):*

*Please give details of any qualifications or training you have undertaken that you think may be relevant to this post (continue on back of this sheet if necessary):*

*Please detail any medical conditions you have that we need to be aware of, which may affect you carrying out some of the requirements of the post (continue on back of this sheet if necessary):*

*Please provide the names and addresses of two people (These should not relatives, your parish priest or the Diocesan Parish Representative), who have known you well and would be able to comment on your suitability for this post.*

**Referee 1:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel No: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Referee 2:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel No: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**DECLARATION:**

*I confirm that the information I have given on this form is correct and complete, and I agree that you may contact the people whose names I have given as referees. In accordance with the Data Protection Act 1998 I give my consent for the information contained in this form to be processed and stored in accordance with policy for the purposes of recruitment and employment.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**APPENDIX 5**

**VOLUNTEER REFERENCE FORM**



## VOLUNTEER REFERENCE FORM

**Name of Parish:** \_\_\_\_\_

The applicant \_\_\_\_\_ has expressed an interest in working as a volunteer for or as a member of \_\_\_\_\_ and has given your name as a referee.

The Parish is committed to safeguarding and protecting the welfare of children and vulnerable adults and therefore would appreciate you giving an honest evaluation of the applicant's suitability.

Thank you for taking time to complete the information below.

**Signed:** \_\_\_\_\_

**Chair of the Parish Safeguarding Committee**

Please complete the following and return in envelope provided to the parish office:

Are you satisfied that \_\_\_\_\_ is suitable to work with children/ vulnerable adults?      Yes     No

If you have answered **No** we will contact you in confidence.

How long have you known the applicant? \_\_\_\_\_

In what capacity?      Friend   
                                     Employee   
                                     Other (*please state*) \_\_\_\_\_

Please comment on the applicant's maturity, honesty, reliability, attitude towards Children/ vulnerable adults, commitment, energy, and responsibility.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Designation / Work: \_\_\_\_\_

Telephone: \_\_\_\_\_

**APPENDIX 6**

**CONFIDENTIAL DECLARATION FORM**

## CONFIDENTIAL DECLARATION FORM

We are very aware of the potentially sensitive and confidential nature of the information contained in this document, and wish to assure you that it will be treated in the utmost confidence, and handled strictly according to our Policy on Secure Storage, Handling, Retention and Disposal of Disclosures Information.

It will be seen **only by** the Diocesan Registered Person who applies for the Access N.I. Disclosure.

You have applied for a role which is a Regulated Activity as defined by the Safeguarding Vulnerable Groups (N.I.) Order 2007 and also falls within the definition of an "excepted" position as provided by the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979, therefore ALL convictions including SPENT convictions MUST be disclosed.

Having a criminal record will not necessarily bar you from working within the Catholic community. This will depend on the nature of the position and the circumstances and background of your offences. This information will be verified through an Access N.I. Disclosure.

**Please complete below:**

<b>1.</b>	Surname: _____ (Block Capitals)	
<b>2.</b>	All Forenames: _____ (Block Capitals)	
<b>3.</b>	Date of Birth ____/____/____	<b>4.</b> Male/Female: _____
<b>5.</b>	Place of Birth (Town/County and Country) _____	
<b>6.</b>	Present Address _____ _____ _____	
		Post Code: _____
<b>7.</b>	Contact Details: Tel. No. _____ Email: _____	

**Ensure that you put this form into a sealed envelope and forward to:**

**The Registered Person  
Catholic Church Northern Dioceses Office,  
Good Shepherd Centre,  
511 Ormeau Road,  
Belfast BT7 3GS**

The purpose of the following questions is solely to assess whether you pose a risk to children or vulnerable adults. If, for any reason, you answer Yes to this question, it will not automatically rule you out of the selection process. You will have the opportunity of fully discussing the circumstances with us at a face to face meeting in a confidential manner.

**8. Have you ever been convicted or received an official caution for a criminal offence, other than minor road traffic offences?**

**If Yes, please give details:**

Date of Conviction	Offence	Sentence

**9. Have you ever been or are you the subject of a criminal investigation involving sexual offences or child abuse other than as the victim?**

**10. Are you the subject of any possible pending prosecution, other than minor road traffic offences?**

**If Yes, please give details:**

**Declaration**

*I am committed to protecting and safeguarding children, young people and vulnerable adults from abuse. I understand that to knowingly give false information or to omit information will be considered as a breach of trust. I declare that the information I have given on this form is correct. It has been explained to me that this form will not be kept on record and will be destroyed when the recruitment process is completed.*

Position applied for: \_\_\_\_\_

Location of Post: PARISH/ORGANISATION \_\_\_\_\_

DIOCESE: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX 7**

# **CATHOLIC CHURCH NORTHERN DIOCESES IDENTITY VERIFICATION FORM**

## CATHOLIC CHURCH NORTHERN DIOCESES IDENTITY VERIFICATION FORM

PLEASE DO NOT STAPLE, STAMP OR FOLD THE ACCESSNI APPLICATION FORM (To assist scanning of form by AccessNI)

### NOTES FOR VOLUNTEERS

- Complete **part 1** of this form.
- You must complete parts B, D, E, F and G of the ACCESS NI Form in **black ink and BLOCK CAPITALS**.
- Make arrangements with a C.C.C member to check your photographic ID from Group 1 and also your two chosen documents from Group 2 **as set out in the ACCESS NI Guidance**.

### NOTES FOR PSC MEMBER

- Complete **part 2** of this form to confirm that you have verified the identity of the applicant having checked the valid identification documents as listed in part two of the application form. Please detail type of document and related reference number for driving licence identification.
- You should return the identification documents to the applicant once you have completed part 2 below.
- Further guidance is available from the Catholic Church Northern Dioceses Office: 028 90 492783/  
[cponorthervetting@gmail.com](mailto:cponorthervetting@gmail.com)

#### **PART 1 – Details of Applicant**

**Full Name:** \_\_\_\_\_ **D.O.B:** \_\_\_/\_\_\_/\_\_\_  
(Block Capitals)

**Address:** \_\_\_\_\_ **Post Code:** \_\_\_\_\_  
(Block Capitals)

**Contact Tel:** \_\_\_\_\_ **Male:**  **Female:**

**Diocese:** \_\_\_\_\_ **Parish/Organisation:** \_\_\_\_\_  
(Block Capitals) (Block Capitals)

**Role:** \_\_\_\_\_ **Will you be working with: Children (under18)**   
(Please tick as appropriate)

**Vulnerable Adults**

**Are you in a: Paid Role:**  **or a Volunteer:**

#### **PART 2 – Declaration**

I attach an Access NI Form for the above named person and I confirm that I have verified the applicant's identity by checking the photographic identity (i) from group 1 and 2 valid identification documents (ii) and (iii) from group 2: or five documents from group 2 as listed below:

(i) \_\_\_\_\_ Driving Licence Ref No. \_\_\_\_\_

(ii) \_\_\_\_\_ (iv) \_\_\_\_\_

(iii) \_\_\_\_\_ (v) \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(C.C. I.D Verifier)

#### PLEASE RETURN COMPLETED FORMS TO

The Registered Person Catholic Church Northern Dioceses Office, Good Shepherd Centre,  
511 Ormeau Road, Belfast BT7 3GS

## APPENDIX 8

### ACCESS N.I. FORM

*Please note this form is available at the following link:*

<http://www.nidirect.gov.uk/accessni-standard-and-enhanced-application-form.pdf>

## **APPENDIX 9**

### **VALID IDENTITY DOCUMENTS**



### **Valid Identity Documents (adapted from Access N.I. website)**

Three documents must be produced; one from Group 1 and two from Group 2. If this is not possible, then five documents from Group 2 must be produced– these must be in the name of the applicant. It is preferred that at least one of these documents contains photographic identification.

For Standard and Enhanced applications a Registered Body (RB) has full responsibility for ensuring the applicant is who they claim to be.

#### **Group 1**

- Valid passport (any nationality)
- UK Driving Licence Full or Provisional – England/Wales/Scotland/Northern Ireland/Isle of Man;
- either photocard or paper (a photocard is only valid if accompanied with the paper counterpart)
- Original UK birth certificate (issued within 12 months of date of birth, full or short form acceptable)
- Valid photo identity card (EU countries only)
- UK Firearms licence
- HM Forces ID card (UK)
- Adoption Certificate (UK)

#### **Group 2**

- Marriage certificate/Civil Partnership Certificate
- Non-original UK birth certificate (issued after 12 months of date of birth, full or short form acceptable)
- P45/P60 statement
- Utility bill ( electricity, gas, water, telephone – including mobile phone contract/bill)
- Valid TV licence
- Credit card statement
- Store card statement
- Mortgage statement
- Valid insurance certificate
- Certificate of British nationality
- British work permit/visa\*\*
- Asylum Registration Card
- AccessNI Disclosure Certificate
- Personal correspondence or a document from a Government Department\*
- Bank or Building Society Document\*\*
- Financial statement e.g. pension, endowment, ISA \*\*
- Valid vehicle registration document
- Mail order catalogue statement\*
- Court summons
- Valid NHS card
- Court Claim Form
- Addressed payslip\*
- National insurance number card
- Examination certificate (e.g. GCSE, NVQ)
- Letter from a Head Teacher\*
- Child benefit book Smart pass

*\*documentation must be less than 3 months old*

*\*\* must be issued within the last 12 months*

## **APPENDIX 10**

### **LETTER OF FREEDOM TO APPOINT**

**NORTHERN DIOCESES VETTING OFFICE  
CATHOLIC CHURCH**

Andrew Thomson MA – Vetting and Barring Coordinator

*Date*

*Parish Safeguarding Committee Chairperson*

*Address 1*

*Address 2*

*Address 3*

*Postcode*

Dear *name*

*Re – Volunteer Name*

Role in Parish – *Role*

I am writing to confirm that Access N.I. check has been completed on the above-named on *date* ; on the basis of this the parish is free to appoint *volunteer name* in his/her volunteering role as *volunteer role*.

Yours sincerely

---

**Mr. Andrew Thomson**

Vetting and Barring Coordinator

Northern Dioceses Catholic Church

---

 | Northern Dioceses Catholic Church Office

Good Shepherd Centre, 511 Ormeau Road, Belfast BT7 3GS, Tel 028 9049 2783 Email:northernvetting@gmail.com

## **APPENDIX 11**

### **LETTER OF APPOINTMENT**

**LETTER OF APPOINTMENT**

for

\_\_\_\_\_  
(Name of person and Volunteering Role)

**Diocese of:** \_\_\_\_\_

Date.....

**Parish of:** \_\_\_\_\_

Dear

I am writing to confirm that you are now in the position to take up your volunteering position; and to thank you for your patience and co-operation.

The Code of Conduct for volunteers has been given to you. If you have any further questions or wish to discuss a situation arising from your voluntary role, please contact your Group Leader, Parish Safeguarding Committee Chairperson, or Parish Representative. If you wish to meet with me at any time, please do not hesitate to get in touch.

May I take this opportunity to welcome and thank you for your commitment to the parish.

**Signed:** \_\_\_\_\_  
(Parish Priest/ PSC member)

**Date:** \_\_\_\_\_

**APPENDIX 12**

**AGREEMENT FORM**

## AGREEMENT FORM

Diocese of \_\_\_\_\_

Parish of \_\_\_\_\_

Further to the letter of appointment for the role of  
\_\_\_\_\_

I have agreed to attend a Parish Information Session on child protection and have received a Code of Conduct, and agree to read and adhere to the guidelines presented in it or as directed by my local PSC / Parish Representative person who is

\_\_\_\_\_

I understand and accept that it is my duty to safeguard the welfare of the children and young people and/or vulnerable adults.

Signed: \_\_\_\_\_

(Print Name): \_\_\_\_\_

Date: \_\_\_\_\_

**Please sign both copies of this Agreement and return one copy to your local Parish Safeguarding Committee/ Parish Representative.**

## **APPENDIX 13**

### **CODE OF CONDUCT**



## CODE OF CONDUCT

Child Protection is regarded as central to the wellbeing of children and young people as they play their part in the life of the Catholic Church, within which 'Best Practice' promotes an ethos and provides a set of practical policies and procedures to support their development in ways which will promote their security, confidence and independence.

It is necessary that the following Codes of Conduct be applied as a minimum standard in order to support the Diocesan Policy and Procedures in the area of the protection of children and young people.

In relation to children and young people, volunteers and church personnel:

- will treat these individuals and each other with courtesy, dignity and respect.
- will take care to treat each individual with equal respect, favouritism is not acceptable.
- will always engage with them in an open manner.
- will not spend a disproportionate amount of time with any particular individual or group of individuals.
- will not use physical punishment under any circumstances.
- will not verbally abuse any individual.
- will not engage in, or tolerate any behaviour – verbal, psychological or physical – that could be construed as bullying or abusive.
- will avoid inappropriate language and/or sexually suggestive comments, including telling jokes of a sexual nature, either towards these individuals or among themselves.
- will use age-appropriate language, media materials and activities and never any sexually explicit or pornographic material.
- will develop appropriate guidelines in relation to the use of computers, videos, the Internet, cameras and camera phones.
- will ensure an appropriate and adequate ratio of adults to children and young people.
- will avoid being alone with an individual e.g. in relation to travel, meetings, home visits, remaining in Churches or parish property, where two adults should be present.
- will maintain adequate, gender-appropriate, supervision for males and females.

- will not give alcohol, tobacco, drugs or other illegal substances to individuals under any circumstances.
- will not consume alcohol or tobacco while having responsibility for, or in the presence of, those in their care.
- will not use drugs or other illegal substances under any circumstances.
- will respect their physical integrity at all times.
- will not engage in inappropriate physical contact of any kind – including tough physical play, physical reprimand and horseplay (tickling, wrestling)
- will respect their right to privacy at all times.
- will always act with particular care regarding privacy in locations such as toilets, changing areas etc.
- will not perform tasks of a personal nature for individuals while they are in changing areas (e.g. in the locker room).
- will seek permission from parents / guardians for the taking / use of photographs, the generating of computer images and the making / showing of video recordings of events.
- will not give their personal details to individuals and only the named leader will hold personal details of individuals.
- will only contact individuals via their parents / guardians.

## **APPENDIX 14**

### **VETTING CONFIRMATION REQUEST**

# VETTING CONFIRMATION REQUEST

## Part A: To be completed by PSC Chair/ member

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

D.O.B: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      New Role: \_\_\_\_\_

Diocese: \_\_\_\_\_ Parish: \_\_\_\_\_

The above named individual has applied to undertake the role stated which is a position covered by the definition of a 'Regulated Activity' under the Safeguarding Vulnerable Groups (NI) 2007 legislation. Please confirm if this individual is listed on the Northern Dioceses Database of persons already checked and vetted to work with children and/or vulnerable adults.

Signed: \_\_\_\_\_ Parish: \_\_\_\_\_  
(PSC Chair/Vice Chair/ member)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

.....

## Part B: To be completed by CCND Vetting Office

To: \_\_\_\_\_

This is to confirm that \_\_\_\_\_ has been vetted to work with children and/or vulnerable adults and a *Letter of Freedom to Appoint* this individual, has been issued to:

\_\_\_\_\_

\_\_\_\_\_  
**Andrew Thomson:** Vetting and Barring Officer: CCND

Date: \_\_\_\_\_