

Parish Volunteer Recruitment: Child Safeguarding Requirements 2018

Category 1: Existing volunteers

- must complete the Garda Vetting process. This must be renewed at least every 3 years (see note on vetting below)
- must complete the 2hr Safeguarding Training Information Session –refresher every 3 years
- must have their name, role and contact details entered into the Parish Volunteer Register

Category 2: New volunteers

- the applicant will complete the Adult Volunteer Form
- the priest in charge will meet the individual for an interview
- the priest will consult with 3rd parties to confirm the applicant's suitability (references) and keep a written record of all verbal references
- the applicant will complete the Garda Vetting form
- the parish will submit the completed Garda Vetting form to CSPA. This must be renewed at least every 3 years.

Once recruited:

- the applicant will be given a copy of the diocesan safeguarding document, given time to read this and revert to the priest in charge with any questions. Once this is done the applicant will be asked to sign a declaration that they have read and understand the document and agree to abide by its contents.
- the applicant will complete the Safeguarding Training Information session-refresher every 3 years
- the parish will enter the applicant's name, role and contact details into the Parish Volunteer Register

Category 3: Existing volunteers with a specific role with children (e.g. person in charge of altar servers, leader of children's choir etc)

- must complete the Adult Volunteer form
- must complete the Garda Vetting process. This must be renewed every 3 years.
- must complete full day Safeguarding Training programme- refresher every 3 years
- must have their name, role and contact details entered into the Parish Volunteer Register

Category 4: New volunteers with a specific role with children (e.g. person in charge of altar servers, leader of children's choir)

- the applicant will complete the Adult Volunteer Form
- the priest in charge will meet the individual for an interview and induction (explaining role)
- the priest will consult with 3rd parties to confirm the applicant's suitability (references) and keep a written record of all verbal references
- the applicant will complete the Garda Vetting form
- the parish will submit the completed Garda Vetting form to CSPA. This must be renewed every 3 years.

Once recruited:

- the applicant will be given a copy of the diocesan safeguarding document, given time to read this and revert to the priest in charge with any queries. Once this is done the applicant will be asked to sign a declaration that they have read and understand the document and agree to abide by its contents.
- the applicant will be given a written role description
- the parish will enter the applicant's name, role and contact details into the Parish Volunteer Register
- the applicant will complete the full day safeguarding training programme
- the applicant will complete an agreed probationary period

Archdiocese of Dublin

Vetting

It is a requirement of the Archdiocese of Dublin that all who exercise public ministry and all those working with children in diocesan agencies and parishes undergo vetting through the National Vetting Bureau (formerly the Garda Central Vetting Unit).

Public ministry is defined in the legislation as “Any work or activity as a minister or priest or any other person engaged in the advancement of any religious beliefs unless such work or activity is merely incidental to the advancement of religious beliefs to persons who are not children”. Those who minister, for example as Eucharist Ministers or Readers minister to children and must, therefore, be vetted.

Those who help out in an activity with children on an occasional basis are not required to be vetted but they should only work alongside those who have been vetted and if the occasional helping out becomes a regular occurrence they must undergo vetting.

Information on vetting and vetting forms are available online:
<http://csp.s.dublindio.cese.ie/2016/06/16/garda-vetting-information/>

These forms are also available from: Vetting Administrator, CSPS, Holy Cross
Diocesan Centre, Clonliffe College, Dublin 3
01 8360314