

Parish Volunteer Recruitment: Child Safeguarding Requirements 2024

Category 1: Existing volunteers who do not work with children or vulnerable adults

- 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 who will not be working with children or vulnerable adults

- the applicant will complete the Confidential Application and Declaration 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 references will be available to the applicant under the Data Protection Act 1988 & 2003

Once recruited:

- the applicant will be given copies of both the Diocesan Child Safeguarding Policy & Diocesan Vulnerable Adult Safeguarding Policy.
- the applicant will complete the 2hr 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 who work with children or vulnerable adults

- must complete the Confidential Application and Declaration Form
- must complete the Garda Vetting process. This must be renewed every 3 years.
- Must be given a copy of the Dublin Diocesan Child Safeguarding Policy (2023)
- 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 who will work with children

- the applicant will complete the Confidential Application and Declaration 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 references will be available to the applicant under the Data Protection Act 1988 & 2003
- 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 the applicant will be given copies of both the Diocesan Child Safeguarding Policy (2023) & Diocesan Vulnerable Adult Safeguarding Policy. 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

**New applicants refer to anyone recruited after 30th April 2015

Child Safeguarding & Protection Service