



# SAFEGUARDING – DIOCESE OF OSSORY

## STAFF / VOLUNTEER RECRUITMENT FORM

SG-01

**Please note** – the data entered on this form will only be used for the purpose indicated on the form. It may only be accessed by those with responsibility for managing records or activities involved in the role

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

Position being filled \_\_\_\_\_ For period of \_\_\_\_\_ Years

### Section 1: To be completed by all paid staff or volunteers

#### Personal Details:

First name: \_\_\_\_\_ Surname \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

House Number \_\_\_\_\_ Email: \_\_\_\_\_

Is this a Voluntary position? \_\_\_\_\_ Is a stipend given? \_\_\_\_\_

Is it a waged position? \_\_\_\_\_ (Please answer YES or NO to each question above)

Does this role involve working with (a) Persons under 18 \_\_\_\_\_

OR (b) working with Vulnerable Adults \_\_\_\_\_

If the position you have named above **involves necessary and regular contact with persons under 18 years and /or Vulnerable Adults** -(National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 – 2016), - you will be required to nominate two referees, complete a Garda Vetting Form NVB 1 (which is available to download from the Diocesan website: [www.ossory.ie](http://www.ossory.ie)) and attend Safeguarding training.

#### Details of two referees who are not related to you:

Referee No 1: Name \_\_\_\_\_

Referee No 2: Name: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

### Section 2: To be completed by Parish Priest or other designated person when references are not required

The person named on this form is known to me and I believe she/he has the requisite skills and experience to fulfil this role. This person is a member in good standing of this Parish and I have no hesitation in recommending him/her to undertake this role.

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

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

Parish Priest or Designated person (delete as appropriate)

**Section 3: To be completed by all paid staff or volunteers**

**Please circle Yes/No as appropriate**

Have you ever been convicted of a criminal offence? YES NO  
Have you been the subject of a caution or of a Bound Over order YES NO  
Have you any prosecutions pending? YES NO

Date of offence: \_\_\_\_\_

Nature of offence: \_\_\_\_\_

\_\_\_\_\_

**Section 4: To be completed by person accepting position**

**As part of the recruitment process for the position of:**

**Name position:** \_\_\_\_\_

**I confirm that: (Please tick)**

- I have read and understood the Safeguarding Children Policy and Standards document of the Catholic Church 2016 and the Diocesan Guidelines for ministry to Vulnerable Adults.
- I have received induction into my role
- I will attend Safeguarding awareness training when available
- I have read and understand the Code of Conduct relating to Children and Vulnerable Adults and I agree to abide by the Safeguarding Policies and Procedures of the Diocese of Ossory.
- If my role involves *necessary and regular contact with persons under 18 years and /or Vulnerable Adults* I have completed a Garda Vetting Application Form NVB1

I understand that if it is found that I have withheld information, or included any false or misleading information, I may be removed from my post, whether voluntary or paid. I understand that all information provided will be kept securely by the Parish. I hereby declare that the information I have provided is accurate and true.

Name: (Please print name) \_\_\_\_\_

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

**OFFICE USE ONLY**

**Form Received By:** \_\_\_\_\_ **Parish Priest or designated person**

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

## CODE OF BEHAVIOUR

**It is important for all employees and volunteers and others in contact with children and vulnerable persons to:**

Treat all children and vulnerable persons with respect and dignity;

Treat all children and vulnerable persons equally;

Model positive, appropriate behaviour to all children and vulnerable persons we come into contact with;

Be aware of the Church's child protection and safeguarding policy;

Challenge and report abuse and potentially abusive behaviour;

Develop a culture of openness, honesty and safety;

Develop a culture where children and vulnerable persons have permission to tell and to talk about any concern or worries that they may have;

Respect each child's and vulnerable person's boundaries and support them to develop their own understanding and sense of their rights;

Be aware of their responsibility for the safety of all children and vulnerable person in their care;

Work in open environment;

Help children to know what they can do if they have a problem;

**Adults must never:**

Hit or otherwise physically assault or abuse children or vulnerable persons;

Develop sexual relationships with children or vulnerable persons;

Develop relationships with children or vulnerable persons that could in any way be deemed exploitative or abusive;

Act in any way that may be abusive or may place a child or vulnerable person at risk of abuse;

Use language, make suggestions or offer advice that is inappropriate, offensive or abusive;

Do things for a child or vulnerable person of a personal nature that they can do for themselves;

Condone or participate in behaviour that is illegal, unsafe or abusive;

Act in any way that is intended to intimidate, shame, humiliate, belittle or degrade;

Engage in discriminatory behaviour or language in relation to race, culture, age, gender, disability, religion, sexual orientation or political views;

Consume alcohol, tobacco or illegal drugs while having responsibility for or in the presence of children or vulnerable persons.

***Safeguarding Policy and Procedures are available on the Diocesan Safeguarding Website***

***[www.ossory.ie](http://www.ossory.ie)***

I \_\_\_\_\_ (please print name)

**have read and agree to comply with this Code of Conduct when working with young people.**

**Signature:** \_\_\_\_\_

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