

## **Interim Guidance on Recruitment & Selection of Personnel (June 2015)**

Safe practice starts with safe recruitment procedures. It is important that all possible steps are taken to prevent unsuitable people working with children and vulnerable adults in Church organisations. While the vast majority of people who want to work with children and vulnerable adults are well-motivated, good recruitment and selection procedures help screen out those who are not suitable and enhance the prospects of identifying the best person for the post.

The following procedures form part of the process of recruiting and selecting Church personnel:

- use of a Recruitment and Selection Checklist to ensure that effective practices are followed;
- use of a Volunteer Application Form; use of a Volunteer Reference Form, where appropriate;
- completion of a Declaration Form, stating that there is no reason why the applicant is unsuitable for working with young people or vulnerable adults;
- completion of the Garda Vetting Process where necessary by the National Vetting Unit;
- interviews with applicants in order to discuss their application form and their suitability for working with children and vulnerable adults, as well as exploring some important aspects of the work, including safeguarding children/vulnerable adults awareness;
- ensuring probationary periods are served, where appropriate;
- provision of an induction programme in order to maintain standards and good practice.

In relation to the completion of declaration forms and the Garda vetting process, the document Safeguarding Children (NBSCCCI 2008) sets out the following guidance:

"All those who have the opportunity for regular contact with children, or who are in positions of trust, will complete a form declaring any previous court convictions and undergo other checks as required by legislation and guidance and this information is then properly assessed and recorded"

This guidance, together with our Duty To Care (DOHC 2002), sets out standards for the recruitment process.

Staff Recruitment Procedures refer to the Staff Handbook

The following are required to complete the Declaration Form:

Clergy engaged in ministry.

Local Safeguarding Representatives

All volunteers who work with children and vulnerable adults in Church related activities.

The following are required to complete the Garda Vetting Process

Clergy engaged in ministry.

Personnel commissioned by the Missionary Society of St. Columban for pastoral outreach at parish or diocesan level (e.g. those working on promotions, youth ministry etc.)