



Safer Recruitment

Making suitable appointments of those working with Children and Vulnerable Adults

Introduction

At Christ City Church, we take all reasonable steps to make sure that the appointment of those whose ministry brings them into significant and regular contact with children or vulnerable adults are suitable for the role; these initial steps are outlined in the following sections. No single step in isolation can be considered 'safe' recruitment, they are intended to be used together to make an informed decision about the candidate. To that end, no one will be permitted to undertake any ministry with children or vulnerable adults until these steps have been fully completed.

Safer recruitment does not end with the appointment of the candidate; it is followed with a program of induction, training, mentoring and supervision as the individual role requires. All appointments are subject to a probationary period defined in the role description.

Each step outlined applies equally to paid staff and volunteer workers equally, except for any provisions specifically laid out below.

Role Definition

Each candidate is given a copy of the applicable role description. It outlines:

- The expectations placed on the worker, including the core responsibilities specific to the role
- The requirement to adhere to all Christ City Church Safeguarding Policies
- The minimum skill level and personal qualities (including formal qualifications, if any) that apply
- Any probationary or trial period that must be completed before the appointment is considered permanent

Application Form

An application form, tailored to the role where necessary, is completed by the candidate. It is designed to gather basic personal information about the candidate and any prior experience working with children or vulnerable adults (as appropriate). It will also request contact information of two suitable persons who can act as referees (see References).

Suitability Declaration

All applicants are required to make a signed declaration that there is no known reason why they may be unsuitable to work with children or vulnerable adults. This includes any past criminal cautions or convictions, being the subject of a current criminal investigation or any pending cases. This information will be treated with the strictest confidence and shared only on a 'need to know' basis with those involved in the recruitment and safeguarding process.

Interview or Informal Discussion

The information contained on the application form should be explored with the candidate and their suitability for the role assessed. Depending on the nature of the role, this may happen in one of two ways.

Paid Employees

Any application for paid employment with Christ City Church will be subject to at least one panel interview, with the panel comprising of at least two representatives of the Church.



Volunteers

The application for a volunteer role within Christ City Church may be reviewed by means of an interview as above, or alternatively this may take place over a series of informal discussions with the team leader and another representative of the Church. It should be noted that this method is not intended to be any less stringent than a panel interview, but provides an alternative format that may be a better fit for the dynamic of a church community. Any concerns raised during the process should be noted and followed up in the same manner.

All information disclosed during the interview will only be shared with those involved in the recruitment and safeguarding process.

References

During the application stage, the details of two suitable persons to act as referees are taken; these cannot be relatives of the applicant.

Where the applicant has previous experience of working with children or vulnerable adults, at least one reference should be from someone with first-hand knowledge of this. Similarly, if the applicant's current (or most recent) employment involves significant contact with children or other vulnerable persons, then one of the references should be from that employer.

An acceptable reference will testify that:

- The candidate is known to the referee
- The candidate is of suitable character and, in the view of the referee, are suitable for the proposed role
- The referee knows of no information which may disqualify the candidate from working with children and vulnerable adults

These references will be initially taken in writing (i.e. by post or e-mail) and must be followed up by telephone (preferably a landline) or personal visit.

Identification

The candidate must supply original documentation to verify their identity and current address. Only originals will be accepted; copies are not satisfactory under any circumstance. A copy of the identity documents will be taken and kept on file.

Photographic ID

One item of documentation must be a form of photographic ID. Typically, this will be one of the following:

- Passport (from country of citizenship) or Passport Card
- Irish Public Services Card
- Irish Driving Licence or Learner Permit (when in photocard format)

For a full list of the acceptable documents and criteria, refer to the 100 Point Identifier Check as per the Garda Vetting process. (Available online at: <https://vetting.garda.ie/Help/FAQ> under 'Verification of Identity')

Garda Vetting

The National Vetting (Children and Vulnerable Persons) Act 2012, enacted on the 29th April 2016, makes it a legal requirement to vet those undertaking relevant work or activity where it involves regular access to (or contact with) children or vulnerable adults. For further information on what constitutes a child or vulnerable adult, and our basis for vetting candidates, refer to the Definitions document and the Garda Vetting Policy.



The applicant will be required to fill out a Garda Vetting Inviter Form. This will be passed on to the Garda Vetting Administrator who will transfer these details to the online e-vetting system. The applicant will be sent a link by e-mail for them to complete the process, which must be done within 30 days (a reminder is issued after 21 days).

A disclosure will be returned to the Garda Vetting administrator containing the criminal record (if any) or specified information (if any) relating to the person to whom it applies. If neither of these exist, a statement to that effect is contained.

Disclosure of a Criminal Record or Specified Information

The disclosure of a criminal record or specified information does not necessarily mean an automatic disqualification from a paid or volunteer role at Christ City Church. Each disclosure will be taken on individual merit, considering any relevant circumstances.

For further information on how disclosures are dealt with, refer to the Garda Vetting Policy.

Additional Vetting Procedures

Overseas Criminal Record Checks

Where the following criteria are met, Christ City Church will require the applicant to obtain an overseas criminal record check or equivalent from the jurisdictions that apply:

- The position involves any of the following:
 - Managing those involved in working with children and/or vulnerable adults
 - Acting as pastor or senior minister of Christ City Church
 - Acting as safeguarding officer/co-ordinator (or deputy) of Christ City Church
- The applicant has lived for 12 months or more in a jurisdiction outside of the Republic of Ireland or Northern Ireland

This is the responsibility of the applicant to obtain. Any associated fees will be reimbursed by the church upon production a receipt. The procedure will vary by jurisdiction, as does the availability and quality of the process.

Where this process is unavailable, impractical, cannot be verified or is of insufficient quality, additional references may be taken in lieu.

Induction

Following the successful application process, the worker should be suitably inducted into their role. This will allow them to get know the role and their responsibilities in a supervised manner. The exact process will be defined by the requirements of the individual position and will be overseen by their team leader or line manager who will be able to monitor their progress and identify any additional training needs.

For all positions which involve working with children and/or vulnerable adults, this will include an introduction to the safeguarding policies and procedures in place. All workers are required to sign a declaration to say they have read and understood these policies.

Trial Period

All appointments are considered provisional until the trial period laid out in the role description has passed and the worker has satisfactorily been shown to meet the requirements of their role, including adhering to and facilitating the procedures laid out in these policies.

Document History

Version	Author(s)	Date Revised	Comments/Changes
1.0	Caroline Anderson	22/09/2015	Initial version
2.0	Stephen Sharpe Leanne Vaughan (reviewer)	20/05/2017	New proposed redraft. Major changes: <ul style="list-style-type: none">• Added concept of informal discussion for unpaid volunteers• Added additional vetting checks section• Expanded to cover both children and vulnerable adults