

Recruitment Policy

The diocese of Ferns implements a safe recruiting and vetting policy to ensure that those who pose a risk to children are prevented from holding positions of trust within the organisation. The following procedures must be implemented when employing paid personnel or church volunteers:

- All vacant posts will be advertised as appropriate, with clear job description, required skills and qualifications, type of contract on offer, closing date for receipt of applications;
- Applicants will be asked to complete an application form, declaration form, supply ID and the names of two referees;
- Every interview panel should have at least two people on it;
- Applicants will be given up to ten working days notice of interview and will be notified about the outcome of the interview.
- A successful candidate will receive a letter of appointment and return a letter of agreement;
- There must be clear guidelines that set out what is and is not acceptable behaviour when working with children. The code of behaviour helps to ensure the safety of both children and adults who work with them.
- Those who have continuous unsupervised contact with children are Garda vetted. Declaration forms are signed by people who work with children on a non-regular basis.
- Ongoing training and supervision are an integral part of this recruitment policy.

All church employees and volunteer workers must comply with this policy

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