

General Church Ministry Form (to be completed by Adult Volunteers)

**Section 1 - To be completed by all Adult Volunteers**

Name Church Organisation/Parish: _____

Full Name of Applicant _____ Date of Birth: _____

Address: _____

Telephone: Home _____ Mobile: _____

Email Address: _____

Type of Ministry you wish to be involved in (Please tick ✓)Sacristan ☐ Eucharistic Minister ☐ Reader ☐ Choir ☐ Altar Server ☐Sacramental Preparation ☐ Other Volunteer Activity ☐ Please specify _____

Declaration: The welfare of children and vulnerable people is the paramount consideration for the Church. Therefore, it is essential that everyone working or volunteering for the Church signs this form and commits to complying with the Diocesan Safeguarding Policy and Procedures

Any ministry involving children or vulnerable persons requires Vetting and Safeguarding Training

If you consent to us using the details in this section to contact you in relation to the activities you undertake with the Diocese Please tick ✓ Yes ☐

Section 2 - To be completed only by persons whose contact with children and/or vulnerable adults is more than incidental

Details of Two Referees who are well known but not related to you:

Name: _____ Name: _____

Address: _____ Address: _____

Do you have any prosecutions pending or have you ever been convicted of a criminal offence or been the subject of a Caution or of a Bound over Order? **Please tick ✓ either Yes ☐ or No ☐**

If yes, please state below the nature and date(s) of the offence(s)

Date of offence _____ Nature of Offence _____

Date of offence _____ Nature of Offence _____

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable person? **Please tick ✓ either Yes ☐ or No ☐**

If yes, please give details including date(s) _____

Any Surname previously known by: _____

Declaration: I understand that, if I have withheld information or included any false or misleading information above, I may be removed from my post without notice. I understand that the information will be kept securely by the Church organisation. I hereby declare the information I have provided is accurate.

I undertake to report any safeguarding concerns that come to my attention to the Diocesan DLP

Signed: _____ Date: _____

Note Data Protection: The information on this form will be used in connection with your role as a volunteer with the Church Organisation/Parish named above. The form will be held indefinitely for safeguarding purposes

Section 3– To be completed by all Adult Volunteers**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
 Mode 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 of where children and vulnerable persons have permission to tell and to talk about any concerns 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 persons in their care
 Work in an open environment
 Help children to know what they can do if they have a problem
 Avoid being alone with children.

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 Detailed Guidance on Safe Practice is available on the Limerick Diocesan Safeguarding Website <http://www.limerickdiocesessafeguarding.com>

I confirm that I have read and understand the Code of Behaviour and I agree to abide by the Safeguarding Policies and Procedure of the Diocese of Limerick. I also authorise the verification of the information provided on this form and the appropriate and necessary sharing of this information.

Signed: _____ Print Name: _____ Date: _____

To be Completed by PP/CC

The person named on this form is known to me and I believe they have 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 them to undertake this role.

Signed: _____ Date: _____

Note: If the applicant is unknown to the PP/CC then Photo id must be requested