

Seventh-day Adventist Church in Ireland

Disclosure Clerk Training

February, 2022

**Adam Keough, Designated Liaison Person for Safeguarding
*Republic of Ireland***



What we're going to cover today

- An Introduction to Safeguarding
- Safeguarding Legislation
- The Recruitment Process
- Garda Vetting
- Level 1 Basic Safeguarding Training
- Q&A



An Introduction to Safeguarding



What do you know about safeguarding?

SAFEGUARDING

What is (child) safeguarding?

- ensuring safe practice and appropriate responses by workers and volunteers to concerns about the safety or welfare of children, including online concerns, should these arise. Child safeguarding is about protecting the child from harm, promoting their welfare and in doing so creating an environment which enables children and young people to grow, develop and achieve their full potential.

Tusla, Child & Family Agency

What is safeguarding?

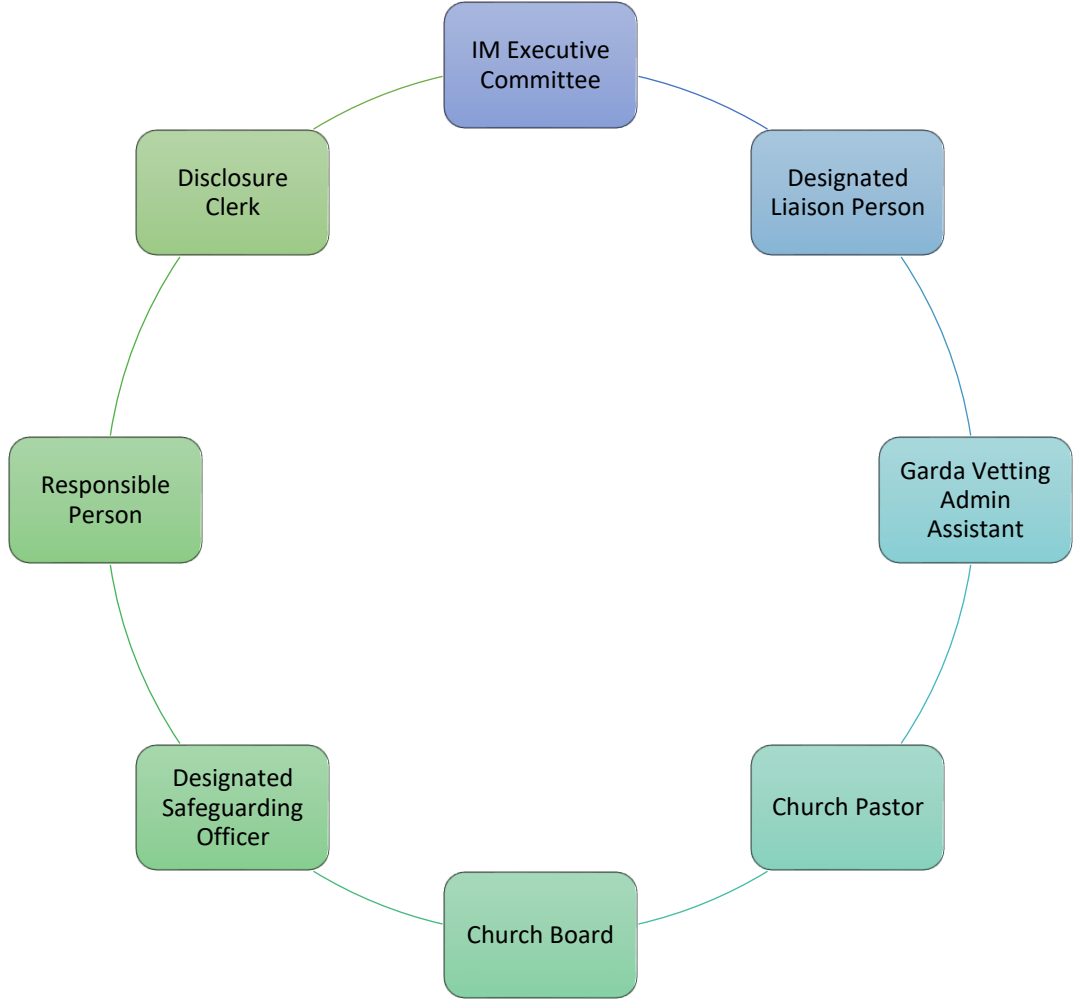
- Safeguarding is about protecting the health, well-being and human rights of individuals, which allow people – especially children, young people and vulnerable adults – to live free from abuse, harm and neglect.
- As a church we take our safeguarding role seriously because we believe that everyone, everywhere, should have the opportunity to ***live life to the full*** – and part of that means the ability to live free from abuse, harm and neglect.

Adam Keough's definition

Safeguarding



Who is responsible for safeguarding?



BUC Child and Adult Protection
Policy and Procedures



KEEPING OUR CHURCH FAMILY SAFE



Keeping Our Church Family Safe



British Union Conference

**Child and Adult Protection
Policy and Procedures**

BUC Stanborough Park, Watford, Herts, WD25 9JZ
adventist.org.uk
February 2017

Safeguarding Legislation



Overall Legislation

Children First Act, 2015

Recruitment Specific Legislation

Republic of
Ireland

*National Vetting
Bureau (Children and
Vulnerable Persons)
Acts 2012-2016*

Northern
Ireland

*Part V of the Police
Act 1997 and Part 5
of the Justice Act (NI)
2015*



What the legislation says

- National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016
 - the Act stipulates that a **relevant organisation** shall not permit any person to undertake **relevant work or activities** on behalf of the organisation, unless the organisation receives a **vetting disclosure** from the National Vetting Bureau in respect of that person.
 - the Act also creates offences and penalties for persons who fail to comply with its provisions.



Who is a 'relevant organisation'?

- The legislation names (but it is not limited to) certain types of organisations:
 - childcare services; schools; hospitals; health services; residential services or accommodation (for children or vulnerable persons); treatment, therapy or counselling services (for children and vulnerable adults) – including electronic services such as helplines; provision of leisure or physical activities (for children and vulnerable adults); **promotion of religious beliefs**
 - Means a person (including a body corporate or an incorporated body) who employs, enters into contract with or permits any person to undertake 'relevant work or activities'.



What is 'relevant work'?

- Definition: any work or activities, carried out by a person, a necessary and **regular** part of which consists **mainly** of the person having access to or contact with children or vulnerable persons.
- **“Any work or activity as a minister or priest or any other person engaged in the advancement of any religious beliefs.”**
- Vetting should not take place if working with children is **incidental** to the role, i.e. happening as a **minor** or **secondary** part of the role.



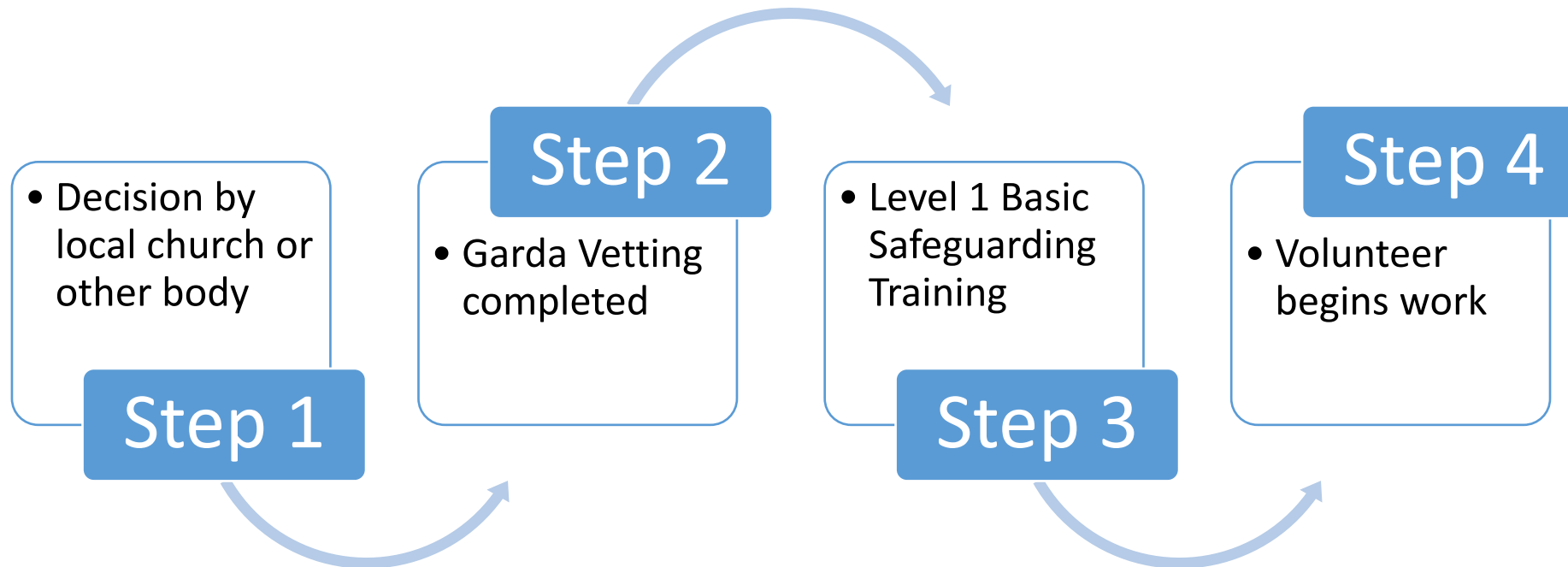
What is 'vetting'? (Garda Vetting)

- Garda Vetting is the process by which An Garda Síochána Vetting Office gives a statement on whether a person has had any convictions – pending or completed – recorded against their name (subject to Section 14a which allows for certain convictions to become “spent”).
- Carried out by the National Vetting Bureau based in Thurles.



The Recruitment Process

Local Church Recruitment Process



When should someone be vetted?

If vetting is necessary then vetting must take place **before the person commences their work.**

A relevant organisation is breaking the law if it permits any person to undertake 'relevant work' unless the organisation has received a vetting disclosure from the National Vetting Bureau (NVB).



Garda Vetting

Who should be vetted?

Key Question –

- *Will the person be in a position **to build a relationship of trust** with a child or vulnerable adult, including via electronic means?*



If the answer is YES then vetting is mandatory.

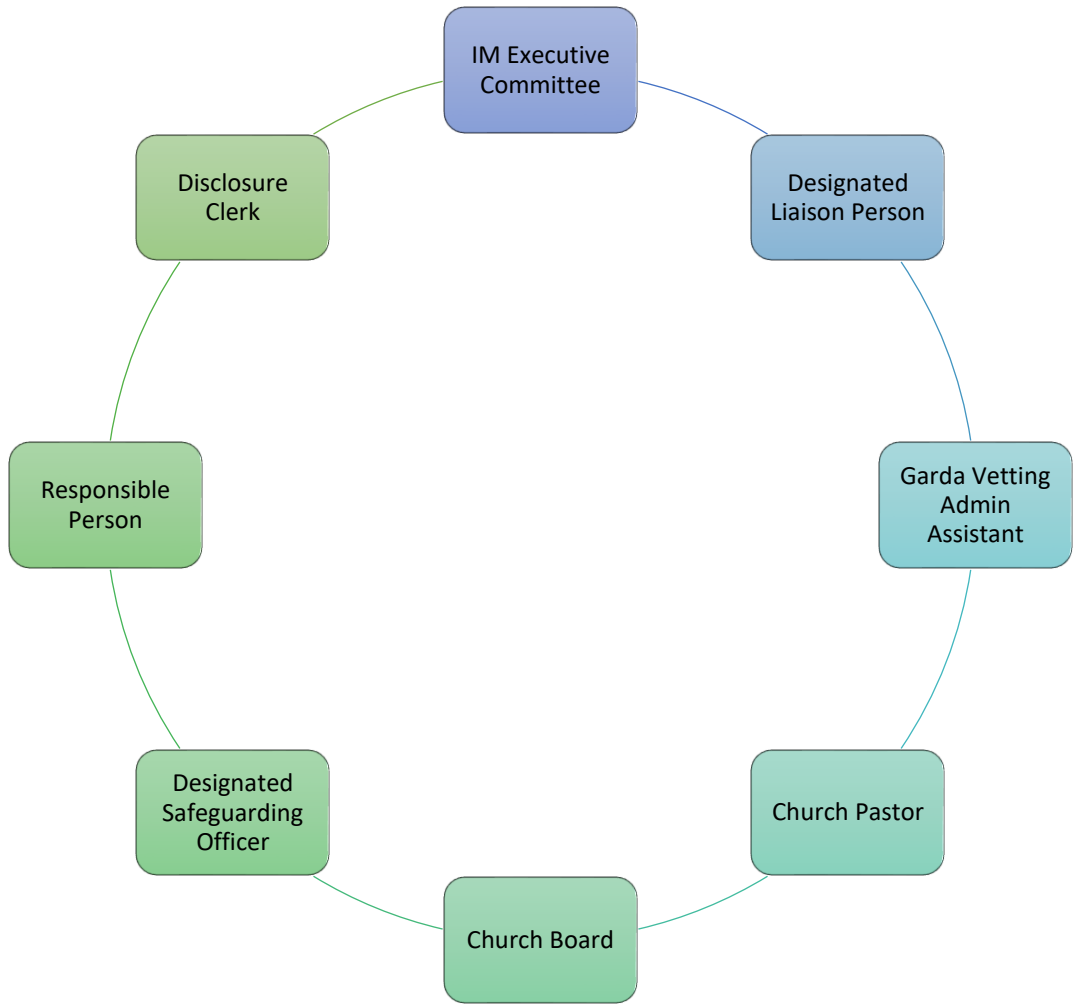


Definitions

- Child – under 18 years of age
- Vulnerable adult
 - Suffering from a disorder of the mind
 - Has an intellectual disability
 - Suffering from a physical impairment
 - Has a physical disability
 - Which restricts the capacity of the person to guard him/herself against harm
 - Which results in the person requiring assistance with the activities of daily living



Who is responsible for vetting?



Safeguarding Person

- The designated church officer who leads on safeguarding matters on behalf of the church. They ensure our safeguarding policy and guidance (Keeping our Church Family Safe, KCFS) is followed and provide the support, guidance and training to staff and volunteers.



Responsible Person

- Each department head who has been appointed by the local church to be responsible for a specific sphere of activity involving children.
- E.g. Sabbath School leader, Pathfinder Club Director, Family Life leader



Disclosure Clerk

- Responsible for undertaking the safeguarding administrative tasks within the church. These include organising the Garda vetting, issuing role descriptions (?) and keeping up-to-date records of these activities.



Who should be vetted?

Children's Sabbath
School teacher

Church Board member

Guest speaker for a 2-
hour Pathfinder event

Guest speaker who is
leading a series of
honours over the
course of the Pathfinder
year

Church Pastor

Church Elder

Website & social media
volunteer



Who processes the vetting?



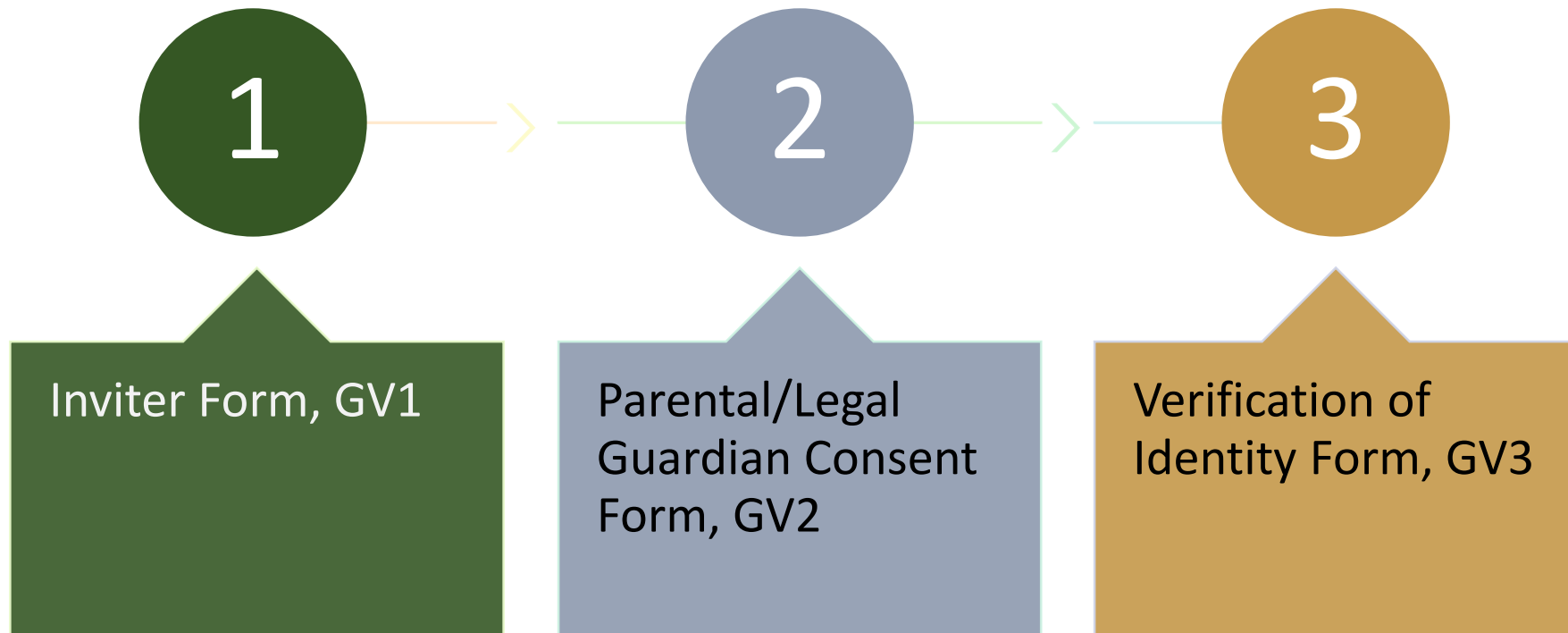
volunteer centre

Ionaid d'Oibrí Deonacha na Contae áth Cliath Theas

SOUTH DUBLIN COUNTY



Vetting documents



Steps in Vetting Process



Garda Vetting

Garda Vetting is one of the steps in the process of recruiting employees & volunteers. Everyone who will be working with children or vulnerable adults is required by law to be vetted before they commence their work, whether that work is paid or as a volunteer.

Vetting Application Process

STEP 1 (Vetting Applicant & Disclosure Clerk)

You will need to complete one or both of the following forms:

- Download and fill in the Inviter Form, GV1
- If you are 16 or 17 years of age - you will also need to get the Parental / Legal Guardian Consent Form, GV2 completed by the correct person. If you are 18+ you do not need to worry about this form.

You will also need to gather two pieces of ID as follows:

1. Photographic ID - a copy of your passport OR your driver's license;

Inviter Form, GV1

Application form for vetting, to be fill in by applicant.

[Download](#)

Parental Consent Form, GV2

When the vetting applicant is under 18 years old this form will need to be filled in by the parent / legal guardian of the applicant.

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Common Errors

- Email address not legible (GV1)
- Addresses don't match (ID & GV1)
- GV3 filled in by applicant
- Job Description not complete
- No mobile phone bills as proof of address



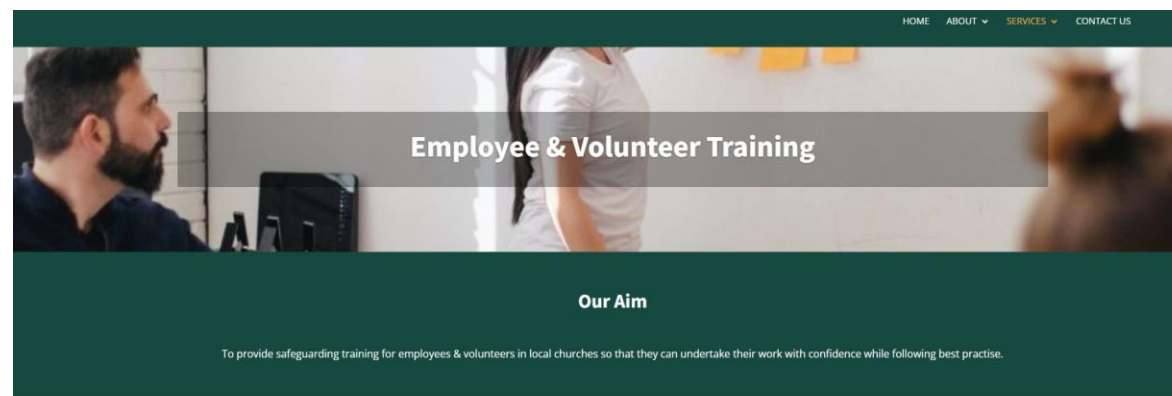
Miscellaneous

- Re-vetting every 3 years
- A vetting disclosure is valid within the Seventh-day Adventist Church in Ireland



Level 1 Basic Safeguarding Training

Level 1 Basic Safeguarding Training



Training

We provide the following safeguarding training:

- Level 1 Basic Safeguarding Training – for everyone working with children/vulnerable adults
- Employee Training – for employees of the Seventh-day Adventist Church in Ireland
- Disclosure Clerks Training – for local church disclosure clerks

Level 1 Basic Safeguarding Training

Before you can commence working with children and/or vulnerable adults you have completed the Level 1 Basic Safeguarding Training, in addition to having completed your Garda Vetting.

To do this you will need to:

Introduction to Children First E-Learning Programme

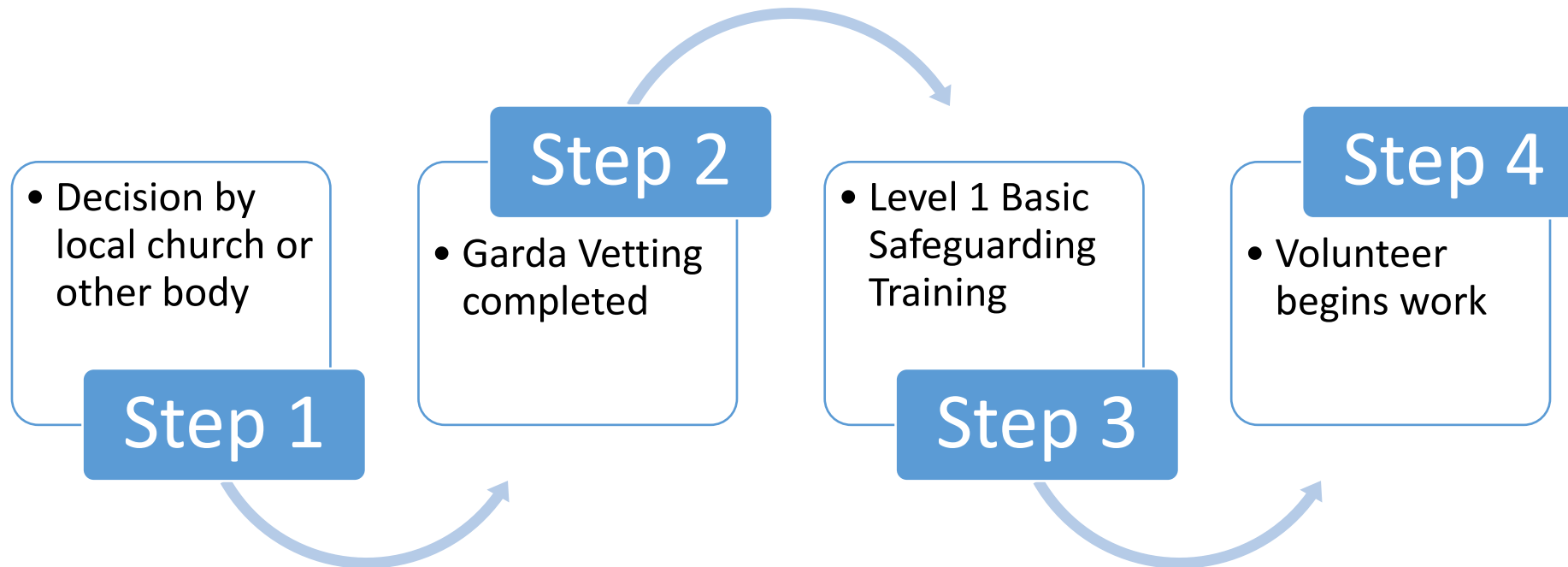
Access this training programme.

[Start the Training](#)

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Local Church Recruitment Process



THANK YOU

For the time, energy and commitment you will put into your role!

