



Malahide Parish**DOCUMENT: Child Protection Service****TITLE: Recruitment Process****DATE: 01.06.2023****ISSUED BY: Co-Parish Priest****APPROVED BY: Parish Council****REF. NO: CPS 13****REVISION: 11**

1. PURPOSE

To ensure that the Recruitment process is carried out at Parish level in accordance with the requirements of the Parish Pastoral Council

2. Scope

This procedure applies to the recruitment to all positions within the control of St Sylvester's Parish.

3. RESPONSIBILITY

Implementation: Co-Parish Priest

Authority to Change: Parish Pastoral Council

4. PROCEDURE

4.1 Clear job descriptions, skills descriptions and personnel specifications for appropriate posts.

4.2 All vacancies will be openly advertised.

4.3 Application forms will be used for recruitment to all posts, including those to be filled by volunteers. Application forms will include a Declaration Form which applicants will be required to sign stating that they do not have criminal charges, cautions or convictions against them.

(An Application Form for Volunteers is provided in Appendix 4 and a Declaration Form is provided in Appendix 5).

4.4 Applicants will be required to provide the names of two referees who can attest to their suitability for working with children/young people.

4.5 Suitable applicants will be interviewed by an interview panel of at least two people with appropriate competence and authority.



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- 4.6 Written references will be obtained in respect of all candidates being considered for appointment. All written references will be followed up by verbal contact with referees.
 - 4.7 All personnel – lay people, religious and clergy – will undertake a recognised programme of child protection training. Refresher Training in this area will be provided in line with best practice.
 - 4.8 Up-to-date files will be kept in respect of all personnel: these will include application forms, references, training records and other relevant documentation.
 - 4.9 Ensure that all personnel are properly supervised and supported in order that issues of concern are properly dealt with as they arise.
 - 4.10 All successful Applicants will be required to undergo Garda Vetting. Forms are available from the Parish office.
 - 4.11 All personnel procedures for priests, religious, staff and volunteers will be reviewed on a regular basis.

5. REVISION

Rev	Date	Comment
0	01/05/2007	New
1	12/12/08	Procedural review
2	07.12.09	Procedural Review
3	28.02.10	Procedural Review
4	28.08.11	Procedural Review
5	07.10.13	Procedural Review
6	01.01.15	Procedural Review
7	01.01.17	Procedural Review
8	01.01.19	Procedural Review
9	24.02.21	Procedural Review
10	01.05.22	Procedural Review
11	01.06.23	Procedural Review