

July
2021

Vulnerable Persons Safeguarding Policy

*GUIDANCE FOR DESIGNATED
LIAISON PERSONS, MINISTRY
LEADERS AND VOLUNTEERS*

Elim Ministries Ireland

1st EDITION



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The Designated Person in each church within Elim Ministries Ireland must fill in and return Appendix B to the GVCO of EMI to confirm the church's agreement with and adherence to this Vulnerable Persons Safeguarding Policy. Additionally, the Designated Person in each church is responsible for ensuring volunteers in their church have read this policy and return Appendix C to the DLP, who will keep this document as a record.

This policy must not be copied by anyone, including other churches/organisations or individuals, without the written agreement of Elim Ministries Ireland.

1. Introduction

The objective of this document is to set out the standard of care that Elim Ministries Ireland seeks to provide for vulnerable persons in its care. The document is based on national guidelines and legislation for safeguarding vulnerable persons.

1.1 Document information

Policy Title	Vulnerable Persons Safeguarding Policy
Document Author	Cathy Allister
Date of Last Revision	July 2021
Date of Approval	July 2021
Date of Implementation of Policy	August 2021
Date of Next Review	June 2024

1.2 Purpose

This document offers Elim Ministries Ireland churches guidance on the promotion of vulnerable persons welfare in their care, and the development of safe practices working with vulnerable persons. It also gives information on how to recognise signs of abuse and the correct steps to take if it is suspected, witnessed, or disclosed. The process of reporting suspected or actual abuse to Health Service Executive/ An Garda Síochána is described step by step, and guidance is given on how to handle sensitive areas.

1.3 Scope

The scope of this policy includes all activities undertaken by Elim Ministries Ireland churches and all activities undertaken at a national level. These include the following:

- Day trips
- Camps/ retreats
- Ministries involving adults with learning difficulties/ disabilities
- Pensioner Clubs
- Church services/ events where vulnerable persons are in attendance
- Nursing home outreach

1.4 Vulnerable Persons Safeguarding Statement

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016 defines a Vulnerable Adult as follows:

“Vulnerable Person” means a person, other than a child who:

- a) Is suffering from a disorder of the mind, whether as a result of mental illness or dementia,
- b) has an intellectual disability,
- c) is suffering from a physical impairment, whether as a result of injury, illness or age, or
- d) has a physical disability, which is of such a nature or degree as to restrict the capacity of the person to guard himself or herself against harm by another person, or that results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing.

Elim Ministries Ireland believes all vulnerable persons should enjoy the facilities and activities provided by churches who are part of EMI. With the assistance of staff and volunteers, EMI churches will endeavour to ensure the safety and well-being of vulnerable persons with whom we work, regardless of class, race or creed. Everyone have a fundamental right to be respected, nurtured, cared for and protected from harm or the risk of harm. EMI commits itself to promoting a culture of zero-tolerance of harm to adults.

We will safeguard vulnerable persons by:

- Adopting policy guidelines through a Code of Behaviour for staff and volunteers
- Sharing information about safeguarding and good practice with children, parents, staff and volunteers
- Sharing information about concerns with the appropriate agencies who need to know
- Carefully following the procedures for the appointment of workers/volunteers
- Providing supervision, support, and training for staff/volunteers

Furthermore, we are committed to reviewing our policy and good practice at regular intervals.

1.5 Mandated Persons

EMI uphold the regulations that all Mandated Persons, (Clergy, employed Church workers and Pastoral Care Workers) must receive Vulnerable Persons Safeguarding training via an EMI specific training course given by an EMI approved trainer, in order to hold a position

within a church and EMI. In addition, they must complete the mandated person training day given by EMI.

1.6 Definitions

HSE	Health Service Executive
Vulnerable Person	An adult who may be restricted in capacity to guard himself/ herself against harm or exploitation or to report such harm or exploitation.
EMI	Elim Ministries Ireland
GVCO	Garda Vetting Control Officer
Vetting	Service of Garda Central Vetting Unit
GCVU	Garda Central Vetting Unit
Designated Liaison Person (DLP)	Person authorised to deal directly, on behalf of a church, with concerns raised regarding abuse of vulnerable persons
Volunteer	Any unpaid workers serving in ministries in the church. In relation to this policy, this specifically focuses on those volunteering with vulnerable persons
Mandated Person	Mandated Persons are those people who have contact with vulnerable persons because of their qualifications, training and/or employment role. These people are in a key position to help protect vulnerable persons from harm. In relation to this policy, these mandated persons include all Pastors and employed church workers.
Abuse	May be defined as any act, or failure to act which results in a breach of a vulnerable persons human rights, civil liberties, physical and mental integrity, dignity or general well-being, whether intended or through negligence, including sexual relationships or financial transactions to which the person does not or cannot validly consent, or which are deliberately exploitative. Abuse may take a variety of forms.

1.7 Main forms of abuse

The below list is not exhaustive or listed in any order of priority.

Physical Abuse

Physical abuse is the deliberate physical injury to a vulnerable person or the wilful failure to prevent physical injury or suffering. It includes hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions. For vulnerable adults with disabilities it may include confinement to a room or bed, or incorrectly given drugs to control behaviour.

Sexual Abuse

Sexual abuse includes rape and sexual assault, or sexual acts to which the vulnerable adult has not consented, could not consent, or they were compelled to consent. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving vulnerable adults to look at, or the production of, pornographic material or watching sexual activities, or encouraging vulnerable adult to behave in sexually inappropriate ways.

Psychological Abuse

Psychological Abuse includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Neglect

Neglect includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life such as medication, adequate nutrition, and heating.

Financial Abuse

Financial abuse is actual or attempted theft, fraud or burglary. It is the misappropriation or misuse of money, property, benefits, material goods or other asset transactions which the person did not or could not consent to, or which were invalidated by intimidation, coercion, or deception.

Exploitation

Exploitation is the deliberate maltreatment, manipulation or abuse of power and control over another person; to take advantage of another person or situation usually, but not always, for personal gain from using them as a commodity. This can take many different forms including slavery, servitude, forced or compulsory labour, domestic violence and abuse, sexual violence and abuse, or human trafficking.

Discriminatory Abuse

Discriminatory abuse includes ageism, racism, sexism, that is based on a person's disability, and other forms of harassment, slurs or similar treatment.

2. Vulnerable Persons Safeguarding Policy

2.1 Who might abuse

- Domestic/ Familial Abuse – abuse by a family member such as a partner, son, daughter, sibling, or extended family member
- Professional Abuse – misuse of power and abuse of trust by professionals, the failure of professionals to act on suspected abuse/ crimes, poor care practice or neglect in services, resources shortfalls or service pressures that lead to service failure and culpability because of poor management systems.
- Peer Abuse – this is the abuse of one vulnerable adult by another vulnerable adult. It can occur in group or communal settings, such as day centres, clubs, residential care homes, nursing homes or other institutional settings.
- Stranger Abuse – abuse performed by a stranger i.e. a member of the public or a person who deliberately target vulnerable people.

2.2 Recognising adult safeguarding concerns

There are a variety of ways to be alerted or recognise these concerns:

- The vulnerable person may disclose themselves
- Someone else may inform of their concerns, following a visit or conversation
- The vulnerable person may show signs of physical injury for which there does not appear to be a satisfactory or credible explanation
- The vulnerable person's demeanour/ behaviours may lead you to suspect abuse or neglect
- The behaviour of a person close to them makes you feel uncomfortable (this may include other members of the congregation, a volunteer, a church work, peer or family member).

2.3 Responding to allegations of abuse

It is vital that church workers/ volunteers react appropriately when abuse is disclosed

Do

- Stay calm
- Listen attentively

- Express concern and acknowledge what is being said
- Reassure the person – that disclosing the abuse was the right thing to do
- Explain the next steps to the person, including limits and boundaries to confidentiality.
- If urgent medical/ An Garda Síochána help is required, call the emergency services
- Ensure the immediate safety of the person
- If you think a crime has occurred be aware that medical and forensic evidence might be needed. Make sure you do nothing to contaminate it.
- Let the person know that they will be kept up to date at every stage of the investigation
- Record in writing the conversation and provide it to the Designated Liaison Person
- Act without delay.

Do not

- Stop someone disclosing to you
- Promise to keep a secret
- Press the person for more details or make them repeat the story
- Gossip about the disclosure
- Contact the alleged person
- Attempt to investigate yourself
- Leave details of your concerns on a messaging service either verbal or written
- Delay

2.4 Appointing a Designated Liaison Person (DLP) & Reporting Procedure

The Designated Liaison Person will be appointed by the leadership of each local Church, and work in liaison with the Mandated Persons within the Church. In the case of a national ministry involving a vulnerable adult the Director of Elim Ministries will have responsibility to appoint a Liaison Person.

EMI provide the following guidelines when responding to allegations of abuse. Under no circumstances should a church worker/volunteer carry out their own investigation into an

allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will do the following:

- Concerns must be reported as soon as possible to the Designated Liaison Person. This is the person within the church/ministry who is nominated by the church leadership, to act on their behalf in dealing with allegations or suspicions of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Designated Liaison Person, or if the suspicions in any way involve the Designated Liaison Person, then the report should be made to a Mandated Person or if unavailable to the GVC0 of Elim Ministries Ireland, who will also inform the Director of EMI.
- Suspicions must not be discussed with anyone other than those nominated above.
- A written record of the concerns should be made and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the DLP, the absence of the DLP should not delay referral to An Garda Síochána/ HSE.
- The Church Leadership, will support the DLP in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to or seek advice from HSE/ An Garda Síochána, although the Church Leadership hope that members of the church will use this procedure. If, however, the individual with the concern feels that the DLP has not responded appropriately, or where they have a disagreement with the DLP as to the appropriateness of a referral they are free to contact an outside agency directly.
- The role of the DLP is to collate and clarify the precise details of the allegation or suspicion and pass this information on to HSE/ An Garda Síochána.
- Concerns about the vulnerable adult should be verbally reported to the DLP and confirmed in writing, by the reporting individual as soon as practicable, ideally within 24-48 hours. Please see *'Record of Allegations or Suspicions of Abuse'* form, Appendix H.
- All information related to any person will be treated in confidence, and will only be divulged on a need-to-know basis, and may be released only to appropriate parties as deemed strictly necessary by the DLP.

2.5 Role of Designated Liaison Person

The role of the Designated Liaison Person in regards to adult safeguarding is

- Be responsible for dealing with any concerns about the safeguarding of vulnerable adults
- Take appropriate action following an expression of concern, up to and including reporting an incident to HSE/ An Garda Síochána
- Liaise with HSE, An Garda Síochána, and other agencies, as appropriate
- Ensure that a permanent record is kept of any referral and action taken, and that this is kept safely, securely and in confidence
- Keep relevant people in the church leadership informed about any action taken and any further action required
- Ensure Elim Ministries policies / procedures relating to safeguarding vulnerable persons is followed and comply with current legislation.
- Advise the Director of Elim Ministries of any changes pertaining to safeguarding vulnerable persons

2.6 Public awareness of Designated Liaison Person

All Elim Ministries Ireland churches will display in a prominent place a poster that includes the following:

- A statement outlining our commitment to care for and protect vulnerable adults (please see point 1.3 of this policy for a copy of this statement)
- The name and contact details for the Designated Liaison Person
- The contact details for Health Services Executive in your area should the DLP be unavailable
- The contact details for the local Gardaí station should the incident be criminal in nature

2.7 Steps to be taken by the church Designated Liaison Person

When a DLP receives a report about suspected or actual vulnerable persons abuse, through a volunteer, church worker, member of the congregation or Mandated Person, they must report it to the HSE/ An Garda Síochána

Health Service Executive

A Safeguarding and Protection Team (Vulnerable Persons) will be established in each Community Healthcare Organisation. This team will work collaboratively with services and professional in promoting the welfare of vulnerable persons and act as a resource to personnel and services having concerns regarding vulnerable persons.

An Garda Síochána

An Garda Síochána must be informed if it is suspected that the concern or complaint of abuse might be criminal in nature; this may become apparent at the time of disclosure or following the outcome of the preliminary assessment.

A suspicion, which is not supported by any objective indication of abuse or neglect, would not constitute a reasonable suspicion or reasonable grounds for concern. However, these suspicions should be recorded or noted internally by the DLP as future suspicions may lead to the decision to make a report and earlier suspicions may provide important information for HSE or An Garda Síochána. If a person discloses abuse to a volunteer/church worker/DLP it is an offense not to report this on, and this failure to report may result in prosecution.

In some situations, church workers/volunteers may receive information about adults who are not involved with the church, but who are in contact with vulnerable adults through other organisations. It is important that these organisations should be made aware of any concerns. The statutory agencies mentioned will give advice on how this should be handled.

2.8 Confidentiality

Any information provided to HSE and An Garda Síochána will remain confidential. The official policy is that those receiving such information will only disclose it where the welfare of the vulnerable adult requires it and then only to those with a legitimate 'need to know'. Details will only be passed on to the relevant people within the statutory services with responsibility to take further action.

2.9 When the Designated Liaison Person decides not to report to statutory bodies

If the DLP decides that reasonable grounds for reporting the incident or suspicion to HSE or An Garda Síochána do not exist, the individual worker who referred the matter and the church leadership should be given a clear written statement of the reasons why the organisation is not taking action. The worker should be advised that, if they remain concerned about the situation, they are free to consult with, or report to, HSE or An Garda Síochána themselves.

3 Code of Behaviour and Guidelines

3.1 Code of Behaviour for Staff/Volunteers working with Vulnerable adults

Volunteers and church workers should

- Ensure they are familiar with Elim Ministries Vulnerable Persons Safeguarding Policy
- Set an example for others to follow
- Treat each person with dignity and respect promoting an environment that enhances disclosure
- Not make assumptions
- Remember that an adult at risk, is still an adult and should not be treated like a child. It is important that choices offered are fully understood and that an individual is not forced or coerced into something
- Empower adults at risk to safeguard themselves. They should be listened to, believed, given relevant advice and information, and always involved in decisions that affect them as much as possible.
- Provide help in such a way as to maximise a persons independence.
- Decline to deal with individuals financial affairs unless legally required to do so
- Not accept material or financial gifts
- Be mindful of language used, tone and body language
- Be mindful of the safety of adults at risk but also your own safety. Always protect yourself from allegations of inappropriate behaviour.
- Take care in selecting an appropriate location and setting for a discussion. Other leaders should be made aware of the meeting and other people should be around.
- Never trivialise abuse or dismiss concerns.
- Recognise, record and report. Always ask for advice or knowledge from other leaders or the Designated Liaison Person.

All adult safeguarding must be guided by the below principles

1. A rights-based approach – to promote and respect an adult’s right to be safe and secure; to freedom from harm and coercion; to equality of treatment; to the protection of the law; to privacy; to confidentiality; and freedom from discrimination.

2. An empowering approach – to empower adults to make informed choices about their lives, to maximise their opportunities to participate in wider society, to keep themselves safe and free from harm and enabled to manage their own decisions in respect of exposure to risk.
3. Person-centred approach – To promote and facilitate full participation of adults in all decisions affecting their lives taking full account of their views, wishes and feelings and where appropriate, the views of others who have an interest in their safety and well-being.
4. Consent-driven approach – to make an a presumption that the adult has the ability to give or withhold consent; to make informed choices; to help inform choice through the provision of information, and the identification of options and alternatives; to have particular regard to the needs of individuals who require support with communication, advocacy or who lack the capacity to consent; and intervening in the life of an adult against his or her wishes only in particular circumstances, for very specific purposes and always in accordance with the law.
5. Collaborative approach – to acknowledge that adult safeguarding will be most effective when it has the full support of the wider public and of safeguarding partners across the statutory, voluntary, community, independent and faith sectors working together and is delivered in a way where roles, responsibilities and lines of accountability are clearly defined and understood. Working in partnership and a person-centred approach will work hand-in-hand.

3.2 Protecting Vulnerable Adults, Volunteers and Workers

In order to reduce likely situations of abuse and help prevent false accusations the ministry leader should ensure that workers adhere to the following:

- Avoid spending excessive amounts of time alone with vulnerable persons away from others
- Avoid taking vulnerable persons alone in a car on journeys, however short
- Avoid taking vulnerable persons to their home

When it is unavoidable that these things do happen, they should only occur with the **full knowledge and consent** of someone in charge of the organisation.

Volunteers/ church workers should **never**:

- Engage in rough physical games
- Engage in sexually provocative games
- Abuse, neglect or harm a vulnerable adult
- Make inappropriate comments/ jokes
- Allow or engage in inappropriate touching of any kind
- Form inappropriate relationships

- Discriminate against individuals and their families who have different cultural backgrounds and beliefs
- Take a photograph or video without consent

Safety Matters

The following areas must be considered:

- Specific issues relating to the use of premises/equipment e.g. buildings well-lit and maintained, and potentially dangerous activities properly supervised
- Internal and external to the building, fixtures, fittings and equipment should meet adequate safety standards. Report hazardous things to the church leadership.
- If food is being prepared, ensure hygiene requirements are observed.
- Having if possible an experienced first-aider and an adequate first aid kit for them.
- **Check that all drivers carry a full driving licence and valid insurance and that seat belts are worn at all times.**

Supporting/Supervising Workers

Workers must feel valued and supported by the ministry leaders and the church leadership.

This can be done by:

- Encouraging teamwork and mutual accountability
- Accepting that anyone seeing another worker acting in a way which could be misinterpreted should be able to speak to the individual or the ministry leader about the concern
- Arranging meetings with ministry leaders to review procedures to ensure common approach, sharing of concerns and identifying other matters which may need clarification and guidance
- Placing an emphasis on following the church's guidelines and in circumstances where it is necessary to depart from agreed procedures, for example, in an emergency or for some valid reason. Permission should be sought in advance from a senior leader/ministry leader or reported immediately afterwards where this is not possible
- Providing feedback about incidents during which the guidelines have not been adhered to. This provides protection to the individual and draws the leadership's attention to shortcomings and problem areas.
- Keeping a written record of issues/decisions discussed at meetings.

4. Appointment of Workers/Volunteers

Our selection procedures for workers/volunteers include the following:

- All prospective workers/volunteers must be a regular attendee of a church within the EMI network of churches.
- A worker/volunteer will be given a clear description of the role he/she is expected to fulfil.

- Workers/Volunteers will be given a copy of EMI's policies/procedures and guidelines which he/she will agree to make every possible effort to adhere to.
- Workers/Volunteers will agree to endeavour to meet with others involved in the same ministry for discussion and planning and/or the renewal of Training etc.
- Workers/Volunteers must comply with Garda vetting in line with current legislation, which will include the provision of ID documents.
- The leadership of the church will decide on the suitability of the worker/ volunteer for the role: the worker/volunteer will commence the specified ministry for a six-week trial period, after which the leadership of the church will confirm his/her suitability or otherwise.
- A young person under 16 can assist in order to gain experience and they will not be required to be vetted with An Garda Síochána. They must never be left in charge of a group/ ministry.
- Workers/Volunteers should feel free to discuss any problems with the leader in their area of ministry, or with the leadership and/or Pastor of the church.
- Where a decision has been taken not to appoint a potential worker/volunteer the matter must be discussed with the applicant. This is particularly important where past offences have come to light which were not disclosed on application. The church pastor/leader will be informed that the person is not suitable.
- Where a person has been considered unsuitable, for whatever reason, the person may need help in directing their abilities into other areas of church life.

5. References/ Legislation

National Vetting Bureau (Children and Vulnerable Persons) Act 2012

Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012

HSE, 'Safeguarding Vulnerable Persons at the Risk of Abuse' (2014)

Appendix A

WORKING WITH VULNERABLE ADULTS IN THE COMMUNITY

The following information is intended to supplement the vulnerable adults safeguarding policy.

VISITING VULNERABLE ADULTS AT HOME

Ministry workers, volunteers and leaders will need to visit vulnerable adults at home from time to time. The following guidelines are recommended:

- If possible, take another worker/ volunteer along with you.
- Inform the ministry leader of the proposed visit.
- Keep a record of the visit, noting date and purpose (eg in a record card system, register etc).
- Leave some means of identification/ explanation that can be handed to them.
- Provide information about your group including contact telephone numbers etc.

In appropriate circumstances you may wish to consider maintaining a more detailed written record of the visit, giving such details as:

- Purpose of visit
- Time and length of visit
- Who was present
- Record of discussion



Appendix B

CONFIRMATION OF AGREEMENT WITH AND ADHERENCE TO VULNERABLE PERSONS SAFEGUARDING POLICY

Church name: _____

Designated Liaison Person name: _____

Senior Leader/Mandated Person: _____

We have received “Vulnerable Persons Safeguarding Policy Elim Ministries Ireland, 1st Edition”. The guidance has been read by the Designated Liaison Person and the Senior Leader/ Mandated Person. We declare on behalf of _____ (church name) that:

- This church’s selection of workers/volunteers comply with the principles of good practice contained within this policy.
- The Vulnerable Persons Safeguarding Policy has been distributed to the relevant ministry leaders and volunteers for reading to familiarise themselves with its contents.
- Relevant ministry leaders and volunteers have been notified of the location of a hard copy of the Vulnerable Persons Safeguarding Policy.
- A poster notifying attendees/volunteers of the church of contact details for the Designated Liaison Person and relevant authorities has been displayed where it is easily accessible.
- The Designated Liaison Person and Senior Leader/ Mandated Person will continually endeavour to enable ministry leaders and volunteers adhere to the procedures and good practices outlined in “Vulnerable Persons Safeguarding Policy Elim Ministries Ireland, 1st Edition”.
- The Designated Liaison Person in this church has distributed Appendix C of this policy to the relevant workers/volunteers, ensured it has been completed accurately and been returned to the DLP.
- The Designated Liaison Person will store securely Appendix C forms which have been completed by the relevant workers/volunteers.

Name in Capitals: _____

Signed: _____ Date: _____
(Designated Liaison Person)

Name in Capitals: _____

Signed: _____ Date: _____
(Senior Leader/ Mandated Person)

Please return this form to the GVCO at Elim Ministries Ireland to confirm the church’s agreement and adherence to the Vulnerable Persons Safeguarding Policy.



Appendix C

**WORKERS/VOLUNTEERS: CONFIRMATION OF AGREEMENT WITH AND ADHERENCE TO
VULNERABLE PERSONS SAFEGUARDING POLICY**

Name of Worker/Volunteer: _____

Name of church attending: _____

Please tick:

I have been given a copy of the Vulnerable Persons Safeguarding Policy, containing the procedures and guidelines of this church. I agree to make every possible effort to abide by them and to attend the required Vulnerable Persons Safeguarding Training organised by EMI, as and when required.

I am aware of who the Designated Liaison Person for Vulnerable Persons Safeguarding is appointed by this church, to whom any concerns or disclosures should be reported.

I understand that any personal information I provide will be held confidentially by the Designated Liaison Person and/or leadership of the church.

I have no previous court convictions which would render me unsuitable for working with/caring for vulnerable persons

I agree to the completion of an An Garda Síochána vetting check in line with statutory requirements.

Signed: _____

(Worker/Volunteer)

Date: _____

Please return this completed form to the Designated Liaison Person in the church you attend as soon as possible. The Designated Liaison Person will keep this form securely for their records relating to Vulnerable Persons Safeguarding.



Appendices D-G

TEMPLATE FORMS

The following template forms are contained in this document:

Appendix D: Accident Report Form

Appendix E: Volunteer Form

Appendix F: Risk Assessment

Appendix G: Record of Allegations or Suspicions of Abuse Form (to be filled in by the person who the vulnerable person disclosed abuse to and/or person who has a suspicion)

The Designated Liaison Person will determine if the matter should be referred to the HSE and/or the Garda.



Appendix D

ACCIDENT REPORT FORM

Name of Group:

Name of person injured:

Address:

.....

..... Age:

Date of Accident: Time of Accident:

Location of Accident:

Detailed Description of Accident:

.....

.....

.....

Diagram (if applicable):

A large, empty rectangular box with a blue border, intended for drawing a diagram if applicable to the accident report.

[Insert ministry logo]

Appendix E

[Insert ministry name]

VOLUNTEER FORM

Please complete this form using BLOCK CAPITALS. Thank you.

PERSONAL DETAILS

Name: Age:

Address:

..... Eircode:

Phone No: Email:

Do you agree to undergo Gardaí vetting and update this when necessary, according to statutory requirements?

Yes / No (please circle)

How long have you been attending [insert church name]?

Have you any illness which may affect your work with vulnerable adults? Yes / No (please circle)

If so, give details:

Give a brief account of your testimony on a separate page.

MINISTRY

Why do you want to volunteer for [insert ministry name]?

.....
.....
.....

Describe any experience you have had working in a similar enviroment:

.....
.....
.....

Describe any other voluntary work experience you have had:

.....
.....
.....

What relevant training have you had?

.....
.....
.....

Are you willing to attend training, including Vulnerable Adults Safeguarding training and update this when necessary, according to statutory requirements?

Yes / No (please circle)

Are you willing to complete Report Forms when required?

Yes / No (please circle)

Do you agree not to bring in a non-team member without consultation with the ministry leader?

Yes / No (please circle)

DECLARATION

I understand the great responsibility involved in working with vulnerable adults, and the need to ensure their safety.

I declare that I have not been involved in any activity, which would abuse a vulnerable adult, either physically, emotionally or sexually.

I will not neglect my duty to care to vulnerable adults.

Surname: Forenames:

Date of Birth: Place of Birth:

You are required to give a personal disclosure of any criminal offence or any pending offence. This disclosure may not bar you from involvement with [insert ministry/church name].

Have you ever been convicted of a criminal offence or been the subject of a caution?

Yes / No (please circle)

If yes, please give details:

.....
.....
.....

Signed: Date:

Please give two names of referees, who have known you for at least two years and are not related to you.

Name: Name:

Address: Address:

.....

Eircode: Eircode:

Telephone No: Telephone No:

Please return to the [insert ministry/church name] leader as soon as possible. Your application to volunteer will be considered by leadership, thank you.



RISK ASSESSMENT FORM

Name of ministry:

Date of risk assessment:

What are the hazards?

.....
.....
.....
.....

Who might be harmed and how?

.....
.....
.....

What are you already doing to minimise the risk?

.....
.....
.....

Do you need to do anything else to control this risk?

.....
.....
.....

Action to be taken by: (name)

Action to be taken by: (Date) Action completed by: (Date)

You should review the risk assessment following an accident or if there are any significant changes to hazards e.g. new equipment/activities.



RECORD OF ALLEGATIONS OR SUSPICIONS OF ABUSE

*Please complete this form using **BLOCK CAPITALS**. Thank you.*

PERSONAL DETAILS OF VULNERABLE ADULT

Name:

Address:

.....

Any special factors:

.....

.....

Next of Kin's name(s):

.....

Home address:

.....

Telephone No: (home) (work)

PERSON MAKING THE REPORT

Name of church worker/volunteer:

.....

I am reporting own concerns/I am passing on someone else's concerns (delete as appropriate).

Please record details of specific incidents, which have prompted your concern (include any physical, behavioural or indirect signs with dates and times etc):

.....

.....

Has the vulnerable adult received any medical attention? If so, give details:

.....

.....

Has the vulnerable adult been spoken to? If so, what was said?

.....
.....
.....

Record any details of person(s) against whom the allegation has been made:

.....
.....

Who else has been consulted? Record who and when:

.....
.....

Signed: Date:

Please return this completed form to the Designated Liaison Person in the church you attend as soon as possible. The Designated Liaison Person will keep this form securely for their records relating to Vulnerable Persons Safeguarding.