



ARCHDIOCESE OF ARMAGH

VETTING CONFIRMATION REQUEST FORM

Part A: To be completed by Parish Safeguarding Representative

Name of Applicant:		DoB	
Address:			
Role Applied For:			
Tick this Box if this a Voluntary Role	<input type="checkbox"/>	Tick this box if this is a Paid Role	<input type="checkbox"/>
Tick this box if this role is additional to a role that the applicant already has in the parish	<input type="checkbox"/>	Tick this box if the applicant is transferring from another Parish or Diocese	<input type="checkbox"/>
Will the applicant be working with: Children only?	<input type="checkbox"/>	Vulnerable Adults only?	<input type="checkbox"/>
		Both?	<input type="checkbox"/>
Is the applicant currently performing a role within the Parish for which they have been vetted? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Diocese:			
Parish Name:			
Parish Address:			

The above- named individual has applied to undertake the role stated, which is a position covered by the definition of a 'Regulated Activity' under the Safeguarding Vulnerable Groups Legislation.

Can you please confirm if this individual is listed on the Northern Dioceses Vetting Database of persons already checked and vetted to work with Children or Children & Vulnerable Adults.

Signed: _____ Date: ____/____/____

Parish Safeguarding Representative

Please Print Name: _____ Contact Tel No: _____

Part B: To be completed by the Catholic Church Northern Diocese - Vetting Office

This is to confirm that:-

_____ (applicant's name) has been vetted to work with children/ children & vulnerable adults and a Free to Appoint Letter for this individual was previously issued to (Parish) _____ in _____ (year).

Or

The Vetting Office has no record of a previous vetting application.

Signed: _____ Date: ____/____/____

Andy Thomson, Vetting & Barring Co-ordinator

Data Protection: This form will be securely held by the Catholic Church Northern Diocese Vetting Office and will be treated as strictly confidential, in accordance with the Data Protection Act 2018, the Down and Connor Privacy Notice and governed by Access NI's Code of Practice and Privacy Notice, which can be found at: <http://www.downandconnorsafeguarding.com/privacy-notices/> <https://www.nidirect.gov.uk/publications/accessni-code-practice> <https://www.justice-ni.gov.uk/publications/ani-privacy>

MAR 2020

VETTING CONFIRMATION REQUEST FORM – GUIDELINES

In the event that a new volunteer indicates that they are currently performing a role for which they have been vetted in another Parish or Diocese, the Parish Safeguarding Representative should complete and submit a Vetting Confirmation Request Form to the Northern Dioceses Vetting Office.

The Vetting Confirmation Request Form enables the Parish to confirm that a volunteer has been vetted and to decide whether a new vetting application is required. It also allows the Northern Dioceses Vetting Office to update the individual's vetting history on the Vetting Database.

On receipt of the Vetting Confirmation Request Form, the Northern Dioceses Vetting Office will consult existing records and confirm to the Parish whether or not the volunteer has been vetted. In most circumstances, new vetting will not be required and the Northern Dioceses Vetting Office records will be updated to reflect the new role.

Parishes should note:-

- If the Northern Dioceses Vetting Office has no record of the individual, a new vetting application is required.
- If the previously vetted role was voluntary and the new one is a paid role, a new vetting application is required along with payment.
- If a volunteer is taking up an additional role, with either Children or Vulnerable adults and was currently vetted for that group, a new vetting application is not required, but a Vetting Confirmation Request Form should be submitted to the Northern Dioceses Vetting Office to allow the Northern Diocese Database to be updated.
- If the volunteer is currently vetted to work with children only (for example) and subsequently wanted to work with vulnerable adults (and vice-versa) then a new vetting application must be submitted.