CATHOLIC CHURCH NORTHERN DIOCESES

VETTING CONFIRMATION REQUEST FORM & EXPLANATORY NOTES

(April 2024)

Part A: To be completed by Parish Safeguarding Committee Chairperson/Deputy

Name of Applicant:		DoB	
Address:			
Role Applied For:			
Diocese:			
Parish Name:			
Parish Address:			
Tick this Box if this a **Voluntary** Role ☐		Tick this box if this is a **Paid** Role ☐	
Will the applicant be working with : Children only? ☐ Vulnerable adults only? ☐ Both? ☐			
Is the applicant currently performing a role within this Parish for which they have been vetted? No ☐ Yes ☐ Role:			
Is the applicant currently performing a role in another Parish/Diocese for which they have been vetted and is transferring to your Parish? No ☐ Yes ☐ Role:			

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:** _____ /_____ /_____

(*Chairperson/Deputy)*

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

Catholic Church Northern Diocese – Vetting Office
120 Cliftonville Road, Belfast, BT14 6LA. Tel 028 9049 2783 Email: vetting@soddc.org

CATHOLIC CHURCH NORTHERN DIOCESES

Vetting Confirmation Request Form – Guidelines

The Vetting Confirmation Request Form enables a Parish to confirm whether a volunteer has previously been vetted for working with the appropriate group, to notify of an additional role or to decide whether a new vetting application is required. It also allows the Vetting Office to update the individual's vetting history on the Vetting Database.

On receipt of the Vetting Confirmation Request Form, the 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 Vetting Office records will be updated to reflect the new role.

A Vetting Confirmation Request Form is required if: -

- the volunteer is taking up an additional role, working with a group (Children and/or Vulnerable Adults) for which they were previously vetted.

On receipt of the Vetting Confirmation Request Form, the Vetting Office will update the Northern Diocese Database to reflect the new role.

A new Access NI Vetting Application is required if:

- the Vetting Office has no record of the individual
- the previously vetted role was voluntary and the new one is a paid role (a cheque is also required)
- the volunteer is currently vetted to work with children only (for example) and subsequently wants to work with vulnerable adults (and vice-versa)
- the applicant has not worked in their previously vetted role for 3 months or more (a "break" in role