



Safeguarding Procedures *Safe Recruitment*

The following procedures deal with *Safe Recruitment*.

Procedures for the safe recruitment, selection and induction of employees and volunteers who work with children and vulnerable adults.

“Level 1 processes” are required for organisations recruiting/engaging clergy (bishops, priests, deacons), religious, lay leaders, chaplains, people employed in ministry, people in leadership roles, seminarians, students on pastoral placements.

“Level 2 processes” are required for organisations recruiting/engaging volunteers who work with children and young people, for example, in children’s liturgy, catechism classes, homework clubs, youth groups and for volunteers who work with adults who are vulnerable including, for example, parish visitors, SVP, Legion of Mary, Extraordinary Eucharistic Ministers (i.e., Communion to the sick etc.).

Other roles require the “standard process”.

These “Levels” correspond to the training guidelines outlined in *Section 6 - Guidelines for the prevention of and response to sexual abuse in the Catholic Church in Aotearoa New Zealand*.

Procedures to be followed by all Catholic organisations in the Diocese of Palmerston North

Required Procedure:	Level 1 process (Employees and Volunteers)	Level 2 process (Volunteers)	Standard process (Employees and Volunteers)
Engagement process	<ul style="list-style-type: none"> Application Pack and role description provided to applicant. Application deadline provided. Completed Application Form(s), CV and cover letter provided to organisation prior to interview process. Individual Employment Agreement or Volunteer Agreement terms agreed, completed, and signed. Code of Conduct signed prior to start of role. Level 1 and Level 2 Safeguarding Training undertaken as soon as practicable. 	<ul style="list-style-type: none"> Job/role description provided to applicant. Vetting Request form provided to applicant. Referee disclosure forms provided to applicant. Volunteer’s Agreement Form completed and signed prior to start of role. Code of Conduct signed prior to start of role. Level 2 Safeguarding Training undertaken as soon as practicable. 	<ul style="list-style-type: none"> Employment or Volunteer form signed before commencement of role. Code of conduct signed. Relevant Level 1 <i>and</i> Level 2 Safeguarding Training recommended.



Required Procedure:	Level 1 process (Employees and Volunteers)	Level 2 process (Volunteers)	Standard process (Employees and Volunteers)
Verification of Identity	<ul style="list-style-type: none"> • Photo identification documents provided to organisation prior to confirmation of role. • If an employee, confirmation of ability to work in NZ and, if applicable, relevant NZ Visa status. 	<ul style="list-style-type: none"> • Copy of photo identification documents provided to organisation prior to confirmation of role. 	<ul style="list-style-type: none"> • Photo identification documents provided to organisation prior to confirmation of role. • If an employee, confirmation of ability to work in NZ and, if applicable, relevant NZ Visa status.
Vetting	<ul style="list-style-type: none"> • Successful vetting process required to be completed at start of role, (i.e., confirmation of role dependent on receipt by organisation of appropriate vetting results). • Depending on role and applicant background, vet might take the form of Police Vetting check, Ministry of Justice check, and international vetting process. • Vetting is NOT transferrable between agencies. • For Clergy and Religious, a Testimonial signed by the Bishop (or Ordinary) for priests, or Superior/Congregational Leader for Sisters and Brothers; as a letter of assurance and recommendation should also be provided prior to engagement of services. • After 3 years the vetting process must be repeated by the organisation. 	<ul style="list-style-type: none"> • Request for Vetting Authorisation form required to be completed by volunteer at confirmation of role. • Vetting is NOT transferrable between agencies. • After 3 years the vetting process must be repeated by the organisation. 	<ul style="list-style-type: none"> • Ministry of Justice check required for those in positions of financial and administrative roles.
Reference Checks	<ul style="list-style-type: none"> • Two referees provided for the organisation to contact. • One referee from outside the organisation should be provided. • Referees must be contacted by organisation with notes on file. 	<ul style="list-style-type: none"> • At least one referee from outside the organisation should be provided. • Referee(s) should be contacted by organisation, notes taken, and then filed. 	<ul style="list-style-type: none"> • At least one character referee from outside the organisational context should be provided.
Interview Questions	<ul style="list-style-type: none"> • Interview with two, preferably three, people present must be undertaken prior to offer of role. 	<ul style="list-style-type: none"> • Recommended that a simple interview is undertaken prior to offer of role. 	<ul style="list-style-type: none"> • For employees, highly recommended that an interview is undertaken prior to offer of role.
Examination of CV	<ul style="list-style-type: none"> • Provision of details of at least the last ten years of Employment and summary of all employment on... 	<ul style="list-style-type: none"> • Completion of Volunteer Application Form that includes questions of experience and... 	<ul style="list-style-type: none"> • For employees, provision of a CV and covering letter.



Required Procedure:	Level 1 process (Employees and Volunteers)	Level 2 process (Volunteers)	Standard process (Employees and Volunteers)
	<p>application form and provision of CV.</p> <ul style="list-style-type: none"> • Provision of an outline of Qualifications and Certifications including the name of the awarding institution and year awarded. • Details of any professional Registrations or Memberships of Professional, including registration/membership numbers. • Each detail should be examined in the interview process. • If examination raises any doubts on accuracy of information, then further confirmation must be sought. 	<p>qualifications.</p>	
<p>End of engagement</p>	<ul style="list-style-type: none"> • Detailed reference provided on request to other organisations. 	<ul style="list-style-type: none"> • Verbal reference provided on request to other organisations. • Short written reference provided, on request. 	<ul style="list-style-type: none"> • Verbal reference provided on request.

