

# Safeguarding Vulnerable Adults

## Diocese of Kilmore



**Interim Diocesan Guidelines for Clergy,  
Staff and Volunteers.**

**October 2014**

# Foreword



The protection of vulnerable adults is a concern that must be part and parcel of the pastoral ministry of the Church today since so much of that ministry is directed towards people who are disabled, sick, elderly or otherwise infirm. So I welcome this policy document which provides guidelines for good practice for all, but especially for clergy, staff and volunteers working with vulnerable adults or vulnerable groups. The aim of the guidelines is to provide a safe environment for vulnerable adults in the context of ministry. They set out the essential elements of good practice for keeping vulnerable adults safe. We aim to integrate these guidelines with existing safeguarding standards for children.

Everybody has a fundamental right to lead a life safe from harm or exploitation. However, there will inevitably be occasions where adults are exposed to harm and abuse. We all have a responsibility to ensure that individuals who are vulnerable receive all the help they need to keep them safe and are protected if harm or abuse should occur. The diocese has a responsibility to ensure that the services it provides are safe for all who use them.

We cannot guarantee that people representing the Church will never behave inappropriately towards vulnerable people. However, we must do everything we can to ensure such behaviour does not happen. If it does happen, or is suspected, we respond appropriately regardless of where it comes to light. As individuals we have a duty of care to our family, friends and neighbours. We should be alert and be prepared to take actions about any concern that we might have about someone's frailty and vulnerability.

In recent years, safeguarding awareness has been vastly improved throughout the diocese. However, I recognise that this is a constantly evolving area and we clergy and laity must work together to support the work that is being done by large numbers of dedicated people across the diocese in the field of safeguarding. The importance and value of the work of our staff and volunteers at parish and diocesan level cannot be over-estimated.

I wish to thank and encourage all those who are involved in safeguarding both at diocesan and parish level for their dedication and on-going support in this key area of pastoral ministry.

+ Leo O'Reilly  
Bishop of Kilmore

October 2014

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## Section 1: Introduction

The diocese recognises that there are many people with whom church personnel have contact who require special care and attention. The diocese values and encourages the participation of vulnerable adults in all parish liturgies and activities that enhance their spiritual, physical, emotional, intellectual and social development. We believe that all church personnel, including priests, religious, staff and volunteers must carry out their ministry respecting the rights of the individual in line with the gospel values and human rights legislation.

The diocese recognises and upholds the dignity and rights of vulnerable adults and is committed to safeguarding all our members. The guidance set out in this document provides a framework within which it is recommended that the diocese ministers to vulnerable adults. It identifies what we mean by the term and highlights values and principles which should underpin such necessary work.

These guidelines apply to all clergy (both diocesan and visiting), staff, volunteers, and religious and adhere to current practice and guidance in both the Republic of Ireland and Northern Ireland. They should be read in conjunction with the diocesan safeguarding children policy and procedures and both are available on the diocesan website. These guidelines will be reviewed as required, but at least every three years, to take account of any major changes including legislative or policy changes in safeguarding.

External /independent groups /organisations, seeking to hire or lease diocesan/parish property to deliver their own service/activity (involving vulnerable adults) will be made aware of the diocesan safeguarding vulnerable adults guidelines, but will also be expected to meet certain requirements before an agreement of lease or rental of property is made.

The diocese, through these guidelines, sets out to protect vulnerable adults from harm and exploitation and to uphold their rights by acting in their best interests and with their consent.

## Section 2: Guiding Principles

### Safeguarding Vulnerable Adults Statement

The diocese is committed to safeguarding as an integral component of the life and ministry of the church and recognises that we have a special responsibility towards all vulnerable people who are members of our faith community. We want to reassure them, their carers and their advocates, that we are committed to creating a safe, caring and compassionate environment for all but especially those parishioners defined as “vulnerable”. This commitment is based on Gospel values and teachings and compliance with “best practice.”

The Diocesan Guidelines, when implemented, should ensure the welfare of “Vulnerable Adults” by:

- Making the welfare of the vulnerable adult a central element of safeguarding.
- Ensuring that these guidelines are supported by robust procedures.
- Implementing the existing procedures for safe recruitment and selection of staff and volunteers to work with vulnerable adults.
- Providing a code of conduct /on-going formation materials for diocesan personnel whose ministry brings them into contact with vulnerable adults.
- Having clear procedures for dealing with and reporting concerns and allegations of abuse.
- Managing personal information and sensitive data, confidentiality and the sharing of information in line with legal requirements.
- Establishing and maintaining links with statutory and voluntary agencies and organisations to ensure “best practice” throughout the diocese.

While following these guidelines is very important for safeguarding vulnerable adults and minimising risk to them, they must always be read and applied in the context of a human response of love and care for vulnerable people. The guidelines must never become more important than the people they are intended to serve.

### Values and Principles

The diocese’s practice and these safeguarding guidelines should be underpinned and guided by a number of values and principles as outlined below:

- *Access to information and knowledge* - vulnerable adults will have access to information that they can understand in order to make an informed choice, including access to expert knowledge and advocacy, as required.
- *Choice* – vulnerable adults will have the opportunity to select independently from a range of options based on clear and accurate information. Examples of choice are– if a vulnerable adult does or does not want to participate in a church based activity such as a parish Christmas party, a parish outing or pilgrimage.
- *Confidentiality* – vulnerable adults will know that information about them is managed appropriately and that there is a clear understanding of confidentiality and its limits among staff / volunteers.

- *Consent* – vulnerable adults have the right to be supported to in making their own decisions and to give or withhold their consent to an activity or service. Consent is a clear indication of a willingness to participate in an activity or to accept a service. It may be signalled verbally, by gesture, by willing participation or in writing. No one can give, or withhold, consent on behalf of another adult unless special provision for particular purposes has been made for this, usually by law.
- *Dignity and Respect* – vulnerable adults will be accorded the same respect and dignity as any other adult, by recognising their uniqueness and personal needs.
- *Equality and Cultural Diversity* – vulnerable adults will be treated equally and their background and culture will be valued and respected.
- *Independence* - vulnerable adults will have as much control as possible over their lives whilst being safeguarded against unreasonable risks.
- *Privacy* - vulnerable adults will be free from unnecessary intrusion into their affairs and there will be a balance between the individual's own safety and the safety of others.
- *Safety* - vulnerable adults will feel safe, and live without fear of violence, neglect or abuse in any form.

## **Consent and Capacity**

It is important that clergy, staff and volunteers understand the issues of consent and capacity in order to establish a vulnerable adults' ability to give meaningful consent to an abusive act and/or situation or to any help or intervention.

Meaningful consent is a clear indication of a willingness to participate in an activity or to accept a service. The vulnerable adult may signal consent verbally, by gesture, by willing participation or in writing. Decisions with more serious consequences will require more formal or professional consideration of consent and appropriate steps should always be taken to ensure that consent is valid.

Clergy, staff and volunteers should remember that no one can give, or withhold consent on behalf of another adult, unless special provision has been made for this, usually in law. In certain situations the need for consent may be overridden. For example, to meet a legal responsibility to report or prevent immediate or significant harm either to the vulnerable person or the general public. As far as possible, vulnerable adults should be supported to communicate their concerns to relevant agencies.

## **Gaining Consent from a Vulnerable Adult**

Consent is a process - it results from understanding through dialogue and the provision of information. It may be expressly given or, alternatively, it may be signalled by a person's conduct.

For example, an individual may signal his/her consent to participate in informal situations such as staff party or party in residential home or the weekly parish luncheon club, or by willingly asking a volunteer to assist them in accessing toilet facilities.

(For further information in relation to the delivery of personal and intimate care to vulnerable adults please refer to Appendix 6)

For those vulnerable adults who may have difficulty in vocalising their preference and consent there are some simple steps as outlined in the UK's Mental Capacity Act Code of Practice (2005) which you may find helpful – these include:

1. Using simple language and/or illustrations or photographs to help the person understand the options
2. Asking them about a decision at a time and location where the person feels most relaxed and at ease
3. Using specialist interpreters or signers to communicate with the person.

This may mean that other people are required to communicate with the person to establish their view. For example a trusted relative or friend, or full time carer who may be able to help the vulnerable adult express themselves and indicate a preference.

As a general rule, the method of gaining consent is likely to be influenced by the seriousness of what is being proposed. The type of services and activities offered by parishes in the Diocese to vulnerable adults would be unlikely to require written consent. There may, however, be occasions when written consent is required and if clergy have concerns about consent, e.g. as to its validity, they should always seek advice from their Bishop/Superior and/or the Diocesan Director of Safeguarding. In such circumstances, members of staff or volunteers should always seek advice from their line manager/leader and/or the Diocesan Director of Safeguarding. In such cases the Diocesan Director of Safeguarding will, in turn, seek professional advice on the matter from the relevant Statutory Authorities.

Currently the following legal definition is used by courts both in NI and ROI as a general rule in relation to consent. The important issue is to ensure that the consent given is valid. The consent of a vulnerable adult is considered valid ONLY if:

1. He/she has the capacity to consent, i.e. he/she can understand and weigh up the information needed to make the decision.
2. Sufficient information has been given to him/her, in an appropriate way, on which to base the decision.
3. Consent has been given on a voluntary basis, that is free from coercion or negative influence.

**If any of these three factors is absent, consent cannot be considered to be valid.**

Legal protections need to be put in place if someone such as a family member, an advocate or health professional has to make decisions for a vulnerable adult who has been deemed to lack capacity.

## Section 3: Legal Framework - Republic of Ireland and Northern Ireland

Vulnerable adults are protected against criminal acts in the same way as any other person. Where there is reasonable suspicion that a criminal offence may have occurred, it is the responsibility of the Gardaí /PSNI to investigate and make decisions about what action should be taken. The Gardaí / PSNI should always be consulted about criminal matters.

See appendix 5 for key relevant legislation with the Republic of Ireland and Northern Ireland.

### Definition of a Vulnerable Adult

The current definition of a vulnerable adult within the Republic of Ireland is taken from:

HSE Interim Guidelines (Draft Version September 2014) considers a vulnerable person as an adult who is restricted in capacity to guard himself / herself against harm or exploitation or to report such harm or exploitation.

This may arise as a result of physical or intellectual impairment and risk of abuse may be influenced by both context and individual circumstances. As these HSE guidelines are interim, for further clarity in the Republic of Ireland:

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 uses the following definition as:

“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—

- (i) as to restrict the capacity of the person to guard himself or herself against harm by another person or
- (ii) that results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing.

The current definition of a vulnerable adult within Northern Ireland is:

“ ..any person aged 18 years or over who is, or may be, unable to take care of him or herself or who is unable to protect him or herself against significant harm or exploitation. This may be because he or she has a mental health problem, a disability, a sensory impairment, is old or frail, or has a form of illness. Because of his or her vulnerability, the individual may be in receipt of a care service in his or her own home, in the community or be resident in a residential care home or other institutional setting” (*taken from the leaflet “Adult Abuse – Guidance for Staff”, NIO, DHSS&PS, 2009*).



In addition to the legislative definitions above, the Church recognises the need to safeguard other adults who may be in a vulnerable position and who may be in need of pastoral care or be open to exploitation due to their current circumstances e.g. bereavement, relationship breakdown, undergoing counselling etc.

The rights of vulnerable adults to live a life free from neglect, exploitation and abuse are protected under the Human Rights Act 1998. Specifically, a vulnerable adult's right to life is protected under Article 1; their right to be protected from inhuman and degrading treatment under Article 3; and their right to liberty and security under Article 5.

## Section 4: Recruitment and Selection

The Diocese consistently applies a thorough and clearly defined method of recruiting staff and volunteers in line with legislative requirements and best practice.

### **To achieve this the following criteria are used**

- There is an application form that includes information about past work and volunteering.
- Two written references are sought.
- There is a role description and a code of conduct .
- A Confidential Declaration Form requesting information on previous convictions and investigations must be completed.
- A Verification of Identity Form must be completed.
- Garda Vetting or Access NI disclosure check is carried out.
- All staff and volunteers must attend a safeguarding awareness session.

### **Regulated activity relating to adults (NI)**

In the Safeguarding Vulnerable Groups (NI) Order 2007, work with vulnerable adults is expressed in terms of 'regulated activity' and 'controlled activity'.

There is also a requirement for organisations not to offer work or volunteering opportunities in regulated activity to individuals who are included in a Barred List. There is also a requirement for organisations to refer to the Disclosure and Barring Service (DBS), any individual who has harmed or poses a risk of harm to children and/or vulnerable adults and who has been removed or would have been had they not left from regulated activity.

Within UK legislation, the Protection of Freedoms Act 2012 sets out the amendments to the Safeguarding Vulnerable Groups (NI) Order, 2007 regarding the new definition of regulated activity following the UK Government's review of the vetting and barring arrangements.

The new definition of regulated activity for adults no longer labels adults as "vulnerable". Instead, the definition identifies the activities that, if any adult requires them, lead to that adult being considered as vulnerable at that particular time. This means that the focus is on the activities/services required by the adult; and not on the setting in which the activity/service is received, or the personal characteristics or circumstances of the adult receiving the activities. There is no longer a requirement for the staff/volunteer to undertake the activities a certain number of times before they are engaging in regulated activity.

There are six categories of people who will fall within the new definition of regulated activity (this includes anyone who provides day-to-day management or supervision of those people). These new categories establish the legal requirements for organisations, carrying out regulated activity, to ensure appropriate vetting of staff and volunteers and to report any individual, against whom any allegations have been made, to the Independent Safeguarding Authority.

The UK Government also recognises that organisations will continue to provide services which involve regulated activity, as previously defined, but which would not include activities or services, as stipulated under the new definition. The legislation permits organisations to continue vetting such individuals, even though there is no legal requirement to do so. It has been decided that the Church will continue to vet those staff/volunteers carrying out activities, under the previous definition of regulated activity, as a matter of best practice in their work with vulnerable adults.

***Categories of individuals within Northern Ireland who fall within the new definition of regulated activity***

**1. Health Care**

Regulated health care professionals or those acting under the direction or supervision of a health care professional, for example, doctors, nurses, health care assistants, physiotherapists.

**2. Personal Care**

Assistance with washing, dressing, eating, drinking, toileting, or teaching someone to do one of these tasks.

**3. Social Work**

Provision by a social care worker of social work which is required in connection with any health services or social services.

**4. Assistance with General Household Matters**

Includes helping a person with their cash, bills or shopping because of their age, illness or disability.

**5. Assistance in the Conduct of a Person's Own Affairs**

Including enduring power of attorney, or deputies appointed under the Mental Health Order.

**6. Conveying**

Conveying adults because of age, illness or disability to, from or between places where they receive healthcare, personal care or social work.

## Section 5: Recognising Abuse

### What is abuse?

Abuse is a violation of an individual's human and civil rights by any other person or persons.

In *'Protecting Our Future, Report of the Working Group on Elder Abuse, DoH 2002 (ROI)'* elder abuse is defined as "a single or repeated act or lack of appropriate action occurring within any relationship where there is an expectation of trust which causes harm or distress to an older person or violates their human and civil rights"

In *'Safeguarding Vulnerable Adults Guidance 2006 (NI)'* abuse is defined as 'the physical, psychological, emotional, financial or sexual maltreatment or neglect of a vulnerable adult by another person. The abuse may be a single act or repeated over a period of time. It may take one form or a multiple of forms. The lack of appropriate action can also be a form of abuse. Abuse can occur in a relationship where there is an expectation of trust and can be perpetrated by a person / persons, in breach of that trust, who have influence over the life of a dependant, whether they be formal or informal carers, staff or family members or others. It can also occur outside such a relationship'.

Abuse can take many forms including the following:

### Physical Abuse

- Including – hitting, slapping, pushing, burning, giving a person medicine that may harm them, restraining or disciplining a person in an inappropriate way.
- Possible signs – fractures, bruising, burns, pain, marks, not wanting to be touched.

### Psychological Abuse

- Including – emotional abuse, verbal abuse, humiliation, bullying, threats of harm or abandonment, deprivation of contact, controlling, isolation or withdrawal from services or support networks.
- Possible signs – being withdrawn, depression, feeling hopeless/helpless, tearfulness, excessive fears, disrupted appetite/sleeping patterns, too eager to do everything they are asked, showing compulsive behaviour, not being able to do things they used to, not being able to concentrate or focus.

### Financial or Material Abuse

- Including – misusing or stealing the person's property, possessions or benefits, cheating them, using them for financial gain, putting pressure on them about wills, property, inheritance or financial transactions.
- Possible signs – having unusual difficulty with finances, not having enough money, being too protective of money and things they own, not paying bills, not having normal home comforts, disparity between living conditions and assets.

## **Sexual Abuse**

- Including – direct or indirect sexual activity where the vulnerable adult has not consented or could consent or into which he or she was compelled to consent.
- Possible signs – physical symptoms including genital itching or soreness or having a sexually transmitted disease, using bad language, not wanting to be touched, behaving in a sexually inappropriate way, changes in appearance.

## **Neglect or Acts of Omission**

- Including – withdrawing or not giving the help that a vulnerable adult needs, so causing them to suffer. Including 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.
- Possible signs – having pain or discomfort, being very hungry, thirsty or untidy, failing health, pressure sores, under/over medication, absence of required aids including wheelchair, glasses, dentures, inappropriate clothing, changes in behaviour.

## **Discriminatory Abuse**

- Including – the abuse of a person because of their ethnic origin, religion, language, age, sexuality, gender or disability.
- Possible signs – the person not receiving the care services they require, their carer being overly critical or making insulting remarks about the person, the person being made to dress differently from how they wish.

## **Institutional Abuse**

This can happen when an organisation, where the person is living or receiving care from, fails to ensure that the necessary processes and systems are in place to safeguard vulnerable adults and maintain good standards of care and service.

- Examples – lack of training of staff and volunteers, lack of or poor quality supervision and management, poor record keeping and liaison with other agencies, low staff morale and high staff turnover.
- Possible signs – vulnerable adult has no personal clothing or possessions, there is no care plan, the person is often admitted to hospital, or there are instances of staff/ volunteers treating the person badly or unsatisfactorily or acting in a way that causes harm, poor staff morale and high staff turnover and lack of clear lines of accountability and consistency of management.

If there are concerns about a vulnerable adult's wellbeing which are not dealt with under vulnerable adult safeguarding procedures they should be reported to the local HSE Department/ HIQA or HSC Trust. A record of this referral should be retained.

## **Where might abuse take place?**

Abuse can happen anywhere:

- In someone's own home.
- In a carer's home.
- Within day care, residential care, nursing care or other institutional settings.
- At work or in educational settings.

- In rented accommodation or commercial premise.
- In public places.

### **Who might abuse?**

This could be anyone who has contact with the vulnerable person – it could be a partner, spouse, child, relative, friend, advocate, informal carer, a member of the clergy/ religious order, a healthcare, social care or other worker, a peer or, less commonly, a stranger.

### **Domestic/Familial Abuse**

This is the abuse of a vulnerable adult by a family member such as partner, son, daughter or sibling.

### **Professional Abuse**

The 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, resource shortfalls or service pressures that lead to service failure and culpability as a result of poor management systems.

Possible signs of professional abuse include:

- Entering into inappropriate relationships with a vulnerable adult.
- Failure to refer disclosure of abuse.
- Poor, ill- informed or outmoded care practice.
- Failure to help a vulnerable adult to access health care / treatment.
- Denying a vulnerable adult access to professional support and services such as advocacy.
- Inappropriate response to challenging behaviours.
- Failure to whistleblow on issues when internal procedures to highlight issue are exhausted.

### **Peer Abuse**

This is the abuse of one vulnerable adult by another vulnerable adult within a care setting. It can occur in group or communal settings, such as day care centres, clubs, residential care homes, nursing homes or other institutional settings.

### **Stranger Abuse**

A vulnerable adult may be abused by someone who they do not know such as a stranger, a member of the public or a person who deliberately targets vulnerable people.

Every organisation should have procedures in place for dealing with concerns raised by staff and volunteers and for reporting those concerns.

In the Republic of Ireland (ROI) reports should be made to the relevant HSE department/ HIQA and/or An Garda Siochana.

In Northern Ireland this will be to the local HSC Trust or PSNI where appropriate.

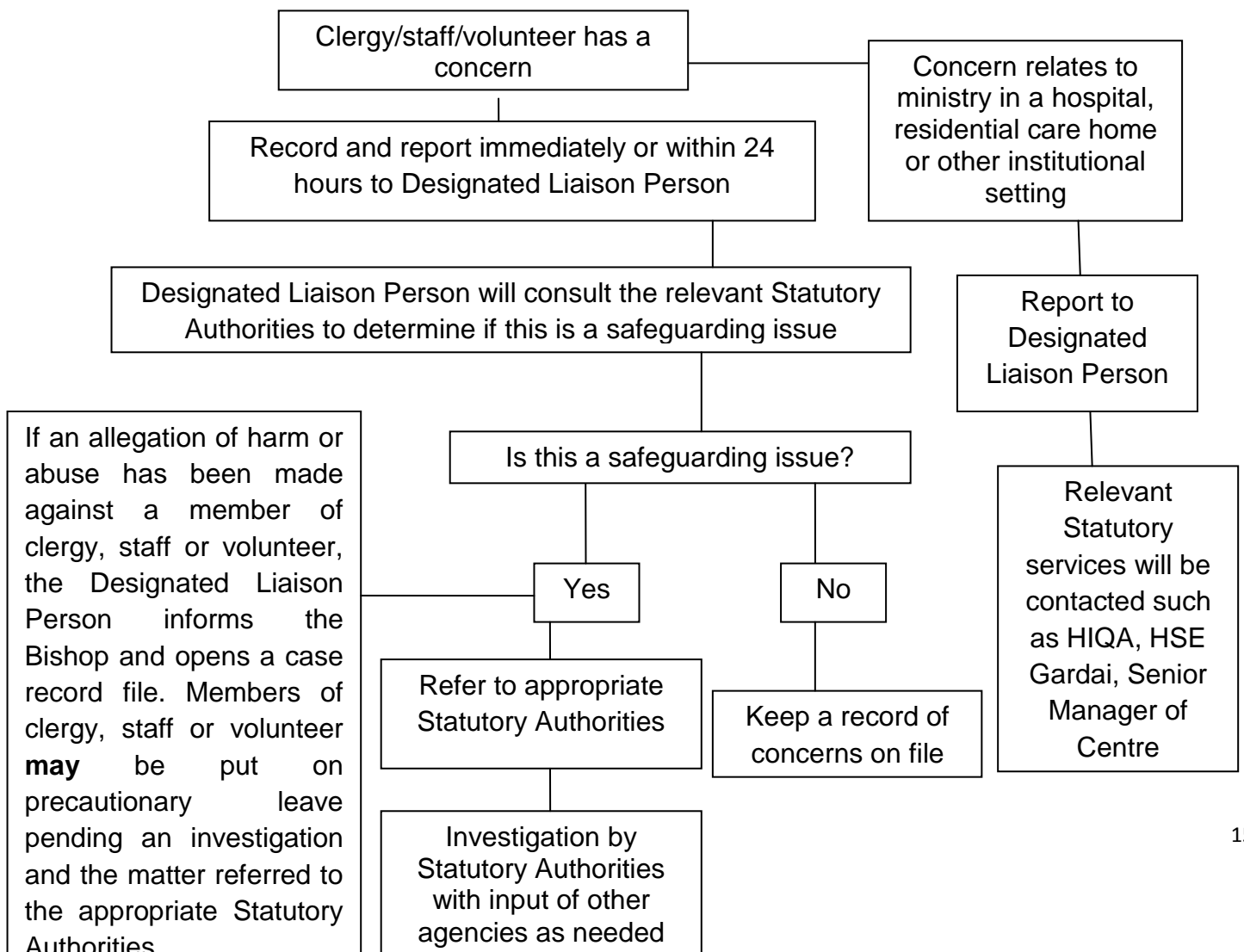
## Section 6: Recording and Reporting

Everyone is entitled to have their civil and human rights upheld and to live a life free from abuse and neglect. All concerns, allegations and disclosures must be taken seriously and dealt with appropriately.

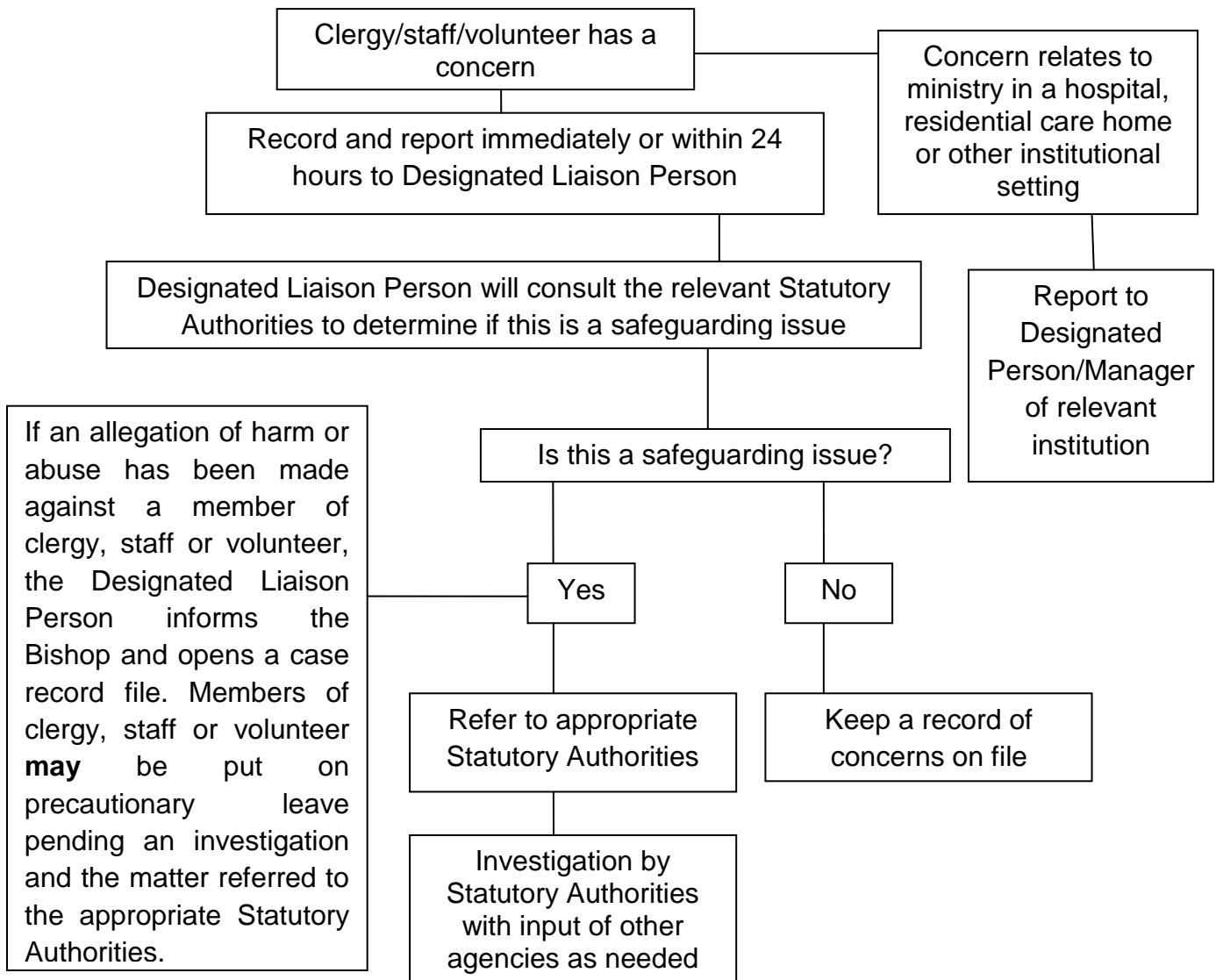
When there are concerns or where a disclosure or allegation is made, people often feel anxious about passing on the information to someone else. Concerned individuals may ask themselves, “What if I am wrong?” and this may hold them back from taking action. It is important for clergy, staff and volunteers to know that they are *not responsible for deciding whether or not abuse has occurred* and neither are they *responsible for conducting an investigation*. This is the role of the appropriate authorities. However, clergy, staff and volunteers do need to pass on any concerns they have – see “*Reporting Procedure Flowchart*” below which applies to all Diocesan clergy, staff and volunteers.

However, if your ministry involves visiting vulnerable adults in hospitals, residential care homes or other institutional settings, the reporting procedure is through the Designated Liaison Person (DLP) / Manager of the relevant institution.

### Reporting Procedure Flowchart ROI



## Reporting Procedure Flowchart NI





## **What would cause you concern or suspicion about abuse?**

There are a number of ways in which you might become concerned or suspicious that a vulnerable adult is suffering or, has suffered, harm.

- The vulnerable adult may tell you directly.
- Someone else may tell you or some incident may cause you concerns.
- A vulnerable adult may show some signs of physical injury for which there appears to be no credible or satisfactory explanation.
- A vulnerable adult's demeanour/behaviour may cause you to suspect that something does not feel right, or possible abuse has taken place.
- The behaviour of another individual close to the vulnerable adult makes you feel uncomfortable (this may be another staff member, volunteer, or leader of an activity or family member).
- Through general good neighbourliness and social guardianship.

Being alert to possible abuse plays a significant role in ensuring that vulnerable adults are safeguarded and it is important that **all** concerns about possible abuse are reported.

## **What if a vulnerable adult discloses abuse?**

Where this happens, it is important that clergy, staff and volunteers know how to respond and do so in accordance with the following guidelines:

### **DO**

- Stay calm.
- Listen.
- Reassure the person - tell him/her they did the right thing in telling you.
- Let them know that the information will be taken seriously and give them information about what will happen next.
- If urgent medical/Gardaí help is needed, call the emergency services.
- Ensure the safety of the person.
- Be aware that forensic evidence might be needed.
- Let the person know that they will be kept informed at every stage.
- Record in writing (date and sign your record) and report to the DLP for the Diocese.
- Act without delay.

### **DO NOT**

- Stop someone disclosing to you.
- Promise to keep secret what they tell you.
- Press the person for more details or make them repeat the story.
- Gossip about the disclosure or pass any information about this to anyone who does not have a legitimate need to know.
- Under any circumstances, contact the alleged abuser.
- Attempt to initiate an investigation yourself.
- Leave details of your concern on a voicemail or e-mail.
- Delay in responding.

## **Checking Out**

There may need to be some initial “checking out” with the vulnerable adult who has disclosed information to you in order to ensure his/her safety. For example, if clergy, staff or a volunteer notices a bruise on a vulnerable adult’s arm, it would be appropriate to ask “I see you have a bruise on your arm. How did that happen? ” Then listen. However, be careful not to start investigating.

It is important that clergy, staff and volunteers understand the clear distinction between “checking out” and an investigation.

***Do not start investigating by asking questions that relate to the detail, or circumstances of the alleged abuse, beyond initial checking out, listening and expressing your concern.***

Within Northern Ireland, there is a statutory requirement to refer those individuals to the Disclosure and Barring Service (DBS) who have been engaged in regulated activity and have harmed a vulnerable adult or placed a vulnerable adult at risk of harm or where the harm test has been satisfied. If, following an internal investigation, an individual is permanently removed from regulated activity or would have been had they not left the organisation, there is a legal requirement to refer that information to the DBS for possible inclusion in the Adults’ Barred List.

## Section 7: Inter-Agency Cooperation and Sharing of Information

The principles and rights, which have been identified in these guidelines, can be further strengthened through the promotion of effective inter-agency cooperation.

These include the requirements for agencies, both statutory and voluntary, to:

- Work together to protect the rights of vulnerable adults.
- To actively promote the empowerment and well-being of vulnerable adults through the services they provide.
- To work together with the aim of improving the quality of safeguarding work.
- To ensure that best practice in keeping vulnerable adults safe from harm is achieved.

The purpose of inter-agency cooperation in relation to the protection and safeguarding of vulnerable adults is to ensure that by working cooperatively, a consistent response will be made when concerns are raised or allegations of harm are made.

### **Sharing of Information**

All vulnerable adults and, where appropriate, their carers or advocates, need to be made aware that the operation of multi-disciplinary and inter-agency procedures will, on occasion, require the sharing of information in order to protect a vulnerable adult or others, or to investigate an alleged suspected criminal offence.

### **Confidential Information Sharing**

In normal circumstances, observing the principle of confidentiality will mean that information is only passed on to others with the consent of the service user. However, it should be recognised that in order to protect vulnerable adults, it may be necessary, in some circumstances, to share information that might, normally, be regarded as confidential.

The duty to protect takes precedence over individual confidentiality if a person or others are at serious risk of harm or have been seriously harmed. But information sharing will be proportional and on a “need to know” basis. The person will be advised before the information is shared and with whom it will be shared.

## Section 8: Role of the Designated Liaison Person

The Diocese of Kilmore has appointed two Designated Liaison Persons who are responsible for managing all concerns, allegations and complaints regarding actual or potential harm or abuse which come to the attention of the diocese. Contact details are shown below:

Suzie Duffy,  
Kilmore Diocesan Pastoral Centre,  
Cullies,  
Cavan,  
Co. Cavan.

Tel. 049 4375004 ext 105.

*Email:* [safeguardingchildren@kilmorediocese.ie](mailto:safeguardingchildren@kilmorediocese.ie)

*Website:* [www.kilmorediocese.ie](http://www.kilmorediocese.ie)

Fr. Séan Mawn,  
Convent Road,  
Ballinamore,  
Co. Leitrim.

Tel. 071 9644039.

Outside office hours, messages may be left on the diocesan safeguarding office answer machine and these will be followed up from 9am the following morning.

The Designated Liaison Person(s) are responsible for acting as a source of advice on vulnerable adult safeguarding matters, for co-ordinating action within the Diocese and for liaising with the relevant statutory authorities and other agencies, as appropriate, about suspected or actual cases of vulnerable adult harm or abuse. When you contact the Designated Liaison Person, she/he will undertake the following steps:

- They will contact the relevant HSE / HIQA / HSC Trust and the Gardaí/ PSNI.
- Provide information and advice on safeguarding vulnerable adults.
- Ensure that the vulnerable adult guidelines are followed, particularly in relation to informing the appropriate statutory agencies.
- Ensure that appropriate information is available at the time of the referral to the statutory agencies and that the referral is confirmed in writing, under confidential cover.
- Liaise with the relevant police service and social services and other agencies as appropriate.

- Keep relevant people within the diocese informed about any action taken and any further action required.
- Ensure that an individual case record is maintained of concerns about the abuse and the action taken by the diocese, the liaison with other agencies and the outcome.
- Advise the diocese on safeguarding vulnerable adult training needs.

## Section 9: Record Keeping and Confidentiality

### Record Keeping

All records relating to concerns/ allegations of suspected or actual abuse of a vulnerable adult/s will be maintained by the Designated Liaison Person in the Diocesan Safeguarding Office. Copies of Records and any other relevant information relating to these records should NEVER be stored at parish level. They should be stored securely in the Diocesan Safeguarding Office.

Safeguarding records must be kept at least 30 years.

It is the responsibility of the diocese to ensure that the gathering, storage, usage and sharing of personal information is in line with the requirements of the Data Protection Act, 1998 and 2003 (ROI)

### Confidentiality

It is important that clergy, staff and volunteers understand the importance of confidentiality. All information relating to concerns/suspensions/allegations about a vulnerable adult should be treated as confidential and should only be communicated on a “need to know” basis. This information should NOT be shared with anyone, inside or outside the diocese, unless they are involved in the case. Only the relevant personnel need to be involved. The Designated Liaison Person will advise on who needs to know and who should have access to records.

While information about vulnerable adults is confidential, it may be disclosed to external agencies to ensure the care and safety of an individual or others or where a crime is suspected. This includes the disclosure of information to the HSE / HIQA / HSC Trust or Gardaí / PSNI.

In normal circumstances observing the principle of confidentiality will mean that the information is passed on to others with the consent of the person concerned. However, it should be recognised that in order to safeguard vulnerable adults, it may be necessary, in some circumstances, to share information that might normally be regarded as confidential.

All vulnerable adults, and where appropriate, their carers or representatives need to be made aware that the operation of inter-agency procedures will, on occasion, require the sharing of information in order to safeguard a vulnerable adult or others, or to investigate an alleged or suspected criminal offence.

## Section 10: Bibliography

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Health Service Executive (2014) September Interim Draft Guidelines National Policy and Procedures for Safeguarding Vulnerable Persons at Risk of Abuse. (ROI)

Health Service executive (2014) Open Your Eyes: Protect Yourself from Elder Abuse Handbook, (ROI)

Health Service Executive (2012) Joint Elder Abuse HIQA - HSE Protocol (ROI)

Health Service Executive (2012) Best Practice Guidelines for Voluntary, Not for Profit Organisation & Private Services Providers, HSE, (ROI)

Health Service Executive (2012) Responding to Allegations of Elder Abuse HSE Staff Elder Abuse Policy (ROI)

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National Centre for the Protection of Older People, MP Treacy et al, (2009) Elder Abuse and Legislation in Ireland –Review 3 November 2009 , UCD

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Medical Protection Society (2011) Consent to Medical Treatment in Ireland An MPS Guide for Clinicians (ROI)

Volunteer Now (2010) October Safeguarding Vulnerable Adults: A Shared Responsibility - (NI)

Policy and Procedures for Diocesan Clergy, Staff and Volunteers in Safeguarding Vulnerable Adults Safe Practice–Best Practice - Diocese of Down and Connor (NI)

Safeguarding Vulnerable Adults: Regional Adult Protection and Procedural Guidance September 2006 (NI)

The Law Reform Commission (2006) Vulnerable Adults and the Law [www.lawreform.ie](http://www.lawreform.ie) (ROI)



**Appendix 1: Recruitment Forms and Code of Conduct**

# Confidential Application Form Staff and Volunteers

Diocese: ..... Parish: .....

Surname: .....

Maiden Name (if applicable): .....

Christian Names: .....

Address: .....

.....

Date of Birth: ..... Tel No: .....

Mobile No: ..... Email: .....

Are you (please tick)

Employed                       Unemployed                       Student

Homemaker                       Retired                       Other

Which parish ministry are you volunteering for ?

.....

Have you previously been involved in voluntary work ?

Yes                       No

If yes, please give details .....

.....

Why do you want to get involved in this parish ministry ?

.....

.....

Have you previously received any training for working with vulnerable adults ?

Yes                       No

If yes, please give details .....

.....

Any other relevant information ?

.....

Is there any medical or other reason why you may be deemed unsuitable to work with vulnerable adults ?

Yes                       No

If yes, please give details .....  
.....

Please provide the names and addresses of two people whom we could contact for a reference  
(not relatives or priests of the parish)

Name:	.....	Name:	.....
Address:	..... ..... .....	Address:	..... ..... .....
Tel No:	.....	Tel No:	.....
Email:	.....	Email:	.....

I declare that the above information is true and that I am fit to serve as a volunteer with this parish ministry.  
I have received and read the parish safeguarding vulnerable adult policy and agree to abide by it. I understand that if I fail to do this my participation may be withdrawn.

Are you prepared to complete and submit a Garda Vetting / Access NI Vetting form at the start of your employment and/or as often as deemed necessary or appropriate thereafter ?

Yes                       No

In accordance with the Data Protection Act 1988 & 2003, I give my consent for the information contained in this form to be processed and stored in accordance with policy for the purposes of recruitment and employment.

Signed: .....  
Date: .....

## Confidential Declaration Form Staff and Volunteers

Declaration form for all staff and volunteers working with vulnerable adults.

Surname: .....

Maiden Name (if applicable): .....

Christian Names: .....

Address: .....

.....

Date of Birth: ..... Tel No: .....

Mobile No: ..... Email: .....

Place of Birth: .....

Any other name previously known as: .....

Do you have any prosecutions pending or have you ever been convicted of a criminal offence or been the subject of a caution or of a bind over order ?

Yes                       No

If yes, please state below the nature and date(s) of the offence(s), the court responsible for dealing with the matter and the approximate date of the court hearing.

Nature of Offence: ..... Date of Offence: .....

.....

.....

In accordance with the Data Protection Act 1988 & 2003, I give my consent for the information contained in this form to be processed and stored in accordance with policy for the purposes of recruitment and employment.

Signed: .....

Date: .....

## NI Declaration Form

We are very aware of the potentially sensitive and confidential nature of the information contained in this document, and wish to assure you that it will be treated in the utmost confidence, and handled strictly according to our Policy on Secure Storage, Handling, Retention and Disposal of Disclosures Information.

It will be seen **only by** the Diocesan Registered Person who applies for the Access N.I. Disclosure.

You have applied for a role which is a Regulated Activity as defined by the Safeguarding Vulnerable Groups (N.I.) Order 2007 and also falls within the definition of an “excepted” position as provided by the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979, therefore ALL convictions including SPENT convictions MUST be disclosed.

Having a criminal record will not necessarily bar you from working within the Catholic community. This will depend on the nature of the position and the circumstances and background of your offences. This information will be verified through an Access N.I. Disclosure.

**Please complete below:**

1.	Surname: _____ (Block Capitals)
2.	All Forenames: _____ (Block Capitals)
3.	Date of Birth ____/____/____
4.	Male/Female: _____
5.	Place of Birth (Town/County and Country) _____
6.	Present Address _____ _____ _____ Post Code: _____
7.	Contact Details: Tel. No. _____ Email: _____

**Ensure that you put this form into a sealed envelope and forward to:**

**The Registered Person  
Catholic Church Northern Dioceses Vetting Office,  
Good Shepherd Centre,  
511 Ormeau Road,  
Belfast BT7 3GS**

The purpose of the following questions is solely to assess whether you pose a risk to children or vulnerable adults. If, for any reason, you answer Yes to this question, it will not automatically rule you out of the selection process. You will have the opportunity of fully discussing the circumstances with us at a face to face meeting in a confidential manner.

8. Have you ever been convicted or received an official caution for a criminal offence, other than minor road traffic offences?

**If Yes, please give details:**

Date of Conviction	Offence	Sentence

9. Have you ever been or are you the subject of a criminal investigation involving sexual offences or child abuse other than as the victim?

10. Are you the subject of any possible pending prosecution, other than minor road traffic offences?

**If Yes, please give details:**

**Declaration**

I am committed to protecting and safeguarding children, young people and vulnerable adults from abuse. I understand that to knowingly give false information or to omit information will be considered as a breach of trust. I declare that the information I have given on this form is correct. It has been explained to me that this form will not be kept on record and will be destroyed when the recruitment process is completed.

Position applied for: \_\_\_\_\_

Location of Post: PARISH/ORGANISATION: \_\_\_\_\_

DIOCESE: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# NI ID Verification Form

PLEASE DO NOT STAPLE, STAMP OR FOLD THE ACCESSNI APPLICATION FORM (To assist scanning of form by AccessNI)

## NOTES FOR APPLICANTS

- Complete **part 1** of this form.
- You must complete parts B, D, E, F and G of the ACCESS NI Form in **black ink**.
- Make arrangements with your Safeguarding Representative to check your photographic ID from Group 1 and also your two chosen documents from Group 2 **as listed on the Valid Identification Documents**.

## NOTES FOR SAFEGUARDING REPRESENTATIVE

- Complete **part 2** of this form to confirm that you have verified the identity of the applicant having checked the valid identification documents as listed on the "Valid Identification Documents" overleaf. Please detail type of document and related reference number eg driving licence number.
- You must complete this form in the presence of the applicant and all their documents. Copies of documents must not be taken and stored.
- Further guidance is available from the Catholic Church Northern Dioceses Office: 028 90 492783 / [cpnorthernvetting@gmail.com](mailto:cpnorthernvetting@gmail.com)

### **PART 1 – Details of Applicant**

**Full Name:** \_\_\_\_\_ **D.O.B:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Block Capitals)

**Address:** \_\_\_\_\_ **Post Code:** \_\_\_\_\_  
(Block Capitals)

**Contact Tel:** \_\_\_\_\_ **Male:**  **Female:**

**Diocese:** \_\_\_\_\_ **Parish/Organisation:** \_\_\_\_\_  
(Block Capitals) (Block Capitals)

**Role:** \_\_\_\_\_ **Is the role:** **Paid**  **or Voluntary**

**Will you be working with:**  
**Children (under 18)**  **Vulnerable Adults**   
(Please tick as appropriate)

### **PART 2 – Declaration**

**I attach a Disclosure Certificate Application Form for the above named person and I confirm that I have verified the applicant's identity by checking the photographic identity (i) and 2 valid identification documents (ii) and (iii) as listed below:**

(i) \_\_\_\_\_ (Driving Licence Ref No. \_\_\_\_\_)

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Safeguarding Representative I.D Verifier*

## Confidential Reference Form Staff and Volunteers

..... of ..... has applied for the position of ..... in the parish of ..... and has given your name as a referee.

This post may involve access to vulnerable adults. We are anxious to know if you have any reason at all to be concerned about this applicant being in contact with vulnerable adults.

- Yes                       No

If you have answered yes, we will contact you in confidence.

If you are happy to complete this reference, all information contained on the form will remain confidential and will only be shared with the parish recruitment committee.

How long do you know this person ? .....

In what capacity ? .....

What qualities and skills does this person have which you consider suitable for this post ?  
.....  
.....  
.....

Signed: .....  
Address: .....  
.....  
.....

Phone:            Day: .....            Evening: .....

Date: .....

### Parish Use Only

Date Received: .....  
Received By: .....  
Signed: .....  
Date: .....



# ROI Valid ID Documents

Two documents must be produced in the name of the applicant – **one from Group 1 and one from Group 2.**

## Group 1

- Driving Licence.
- Passport.
- Photo signed by Gardaí.
- Validated Student Card.

## Group 2

- Bank Account.
- Utility Bill.
- Exam Cert.
- Store Card Statement.
- Letter from Head Teacher.

*Group 2 documentation must be issued within the last 6 months*

Two documents must be produced in the name of the applicant – **one from Group 1 and one from Group 2.**

## VALID ID DOCUMENTS NI

Three documents must be produced in the name of the Applicant: **one from Group 1 and two from Group 2**, if not possible, then **five documents from Group 2** must be produced. It is preferred that at **least** one of these documents includes photographic identification.

### Group 1

- Valid passport (any nationality)
- N.I. Driving Licence Full or Provisional – England / Wales / Scotland / Northern Ireland / Isle of Man; either photocard or paper (a photocard is only valid if accompanied with the paper counterpart)
- Original UK birth certificate (issued within 12 months of date of birth, full or short form acceptable)
- Valid photo identity card (EU countries only)
- N.I Firearms licence
- HM Forces ID card (UK)
- Adoption Certificate (UK)

### Group 2

- Marriage certificate / Civil Partnership Certificate
- Non-original UK birth certificate (issued after 12 months of date of birth, full or short form acceptable)
- P45/P60 statement
- Utility bill (electricity, gas, water, telephone- including mobile phone contract / bill)
- Valid TV licence
- Credit card statement
- Store card statement
- Mortgage statement
- Valid Insurance certificate
- Certificate of British Nationality
- British Work permit / visa \*\*
- Asylum Registration Card
- Access NI Disclosure Certificate
- Personal correspondence or a document from a Government Department \*
- Bank or Building Society Document \*\*
- Financial Statement e.g. Pension, endowment, ISA \*\*
- Valid vehicle registration document
- Mail order catalogue statement \*
- Court summons
- Valid NHS card
- Court Claim Form
- Addressed payslip \*
- National Insurance number card
- Examination certificate (e.g. GCSE, NVQ)
- Letter from a Head Teacher \*
- Child benefit book
- Smartpass

• *documentation must be less than 3 months old*

*\*\* documentation must be issued within the last 12 months*

An Garda Síochána Use  
Only Reference No.:



**An Garda Síochána**  
**GARDA VETTING APPLICATION FORM**  
**KILMORE DIOCESE**

**NOTE TO APPLICANT**

- **The Application Form must be completed in full using BLOCK CAPITALS (Please state N/A if details are not applicable)**
- **Writing must be clear and legible**
- **Return the completed form to Fr Donal Kilduff, Bishop's House, Cullies, Cavan, Co. Cavan.**
- **Do not send this form to The Garda Central Vetting Unit or to any Garda Station**

**To be completed by the Applicant**

<b>SURNAME:</b>	<b>PREVIOUS NAME (if any):</b>
<b>FORENAME:</b>	<b>ALIAS:</b>
<b>DATE OF BIRTH:(dd/mm/yy)</b>	<b>PLACE/CITY OF ORIGIN:</b>
<b>HAVE YOU EVER CHANGED YOUR NAME?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>IF YES PLEASE STATE FORMER NAME:</b>	

**Please state all addresses from year of birth to present date**

House No.	Street	Town	County	Post Code	Country	Year From	Year To

**Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?**

No  Yes

please provide details -

DATE	COURT	OFFENCE	COURT OUTCOME

**DECLARATION OF APPLICANT**

I, the undersigned, who have applied for a position as a \_\_\_\_\_ hereby authorise An Garda Síochána to furnish to the Diocese of Kilmore a statement that there are no convictions against me in the Republic of Ireland or elsewhere, **or** a statement of convictions and / or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be, subject to the administrative filter implemented by the Minister for Justice and Equality on 31<sup>st</sup> March 2014.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: ( \_\_\_\_\_ ) Contact Number: \_\_\_\_\_

*To be completed by Employer / School / Parish*

Name of Parish Priest /Contact Person: \_\_\_\_\_  
 (must be the chairperson of Board of Management in the case of the school)

Name of Employer (ie school / parish): \_\_\_\_\_

Full Address: \_\_\_\_\_

\_\_\_\_\_ Tel Number \_\_\_\_\_

Signature: \_\_\_\_\_ School Roll Number: \_\_\_\_\_

*To be completed by the Diocese of Kilmore*

**Authorised Signatory:** \_\_\_\_\_ (Diocese of Kilmore)  
 PLEASE PRINT ALSO ( \_\_\_\_\_ )

**Authorised Signatory Registration Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***To be completed by the Garda Central Vetting Unit***

Checks were carried out by this office in accordance with current Garda Vetting policy and based on the information supplied in this application form. The results are as indicated below:

No convictions

Convictions

Prosecutions are pending

Signed: \_\_\_\_\_ Member I/C

**G.C.V.U.**



## PART B Applicant's details

B1 Title Mr  Mrs  Miss  Ms  Other   
*If 'Other' please give details*

B2 Surname

B3 Forename(s)

B4 Name usually known by

B5 Surname at birth (if different)   
 used until / / --

B6 Any other surname(s) used? No  Yes  *If 'Yes', please complete F1, if 'No' go to B7*

B7 Any other forename(s) used? No  Yes  *If 'Yes', please complete F5, if 'No' go to B8*

B8 Gender Male  Female

B9 Date of birth / / --

B10 Place of birth - Town   
 Country

B11 National insurance number

B12 Driving licence number

B13 Do you hold a valid passport? No  *If No, go to B17.* Yes  *If Yes, complete B14, B15 and B16.*

B14 Passport number

B15 Nationality

B16 Country of issue

B17 Do you have an ISA registration number? No  *If No, go to B19.* Yes  *If Yes, complete B18.*

B18 ISA registration number

B19 Do you have a Scottish Vetting & Barring number? No  *If No, go to B21.* Yes  *If Yes, complete B20.*

B20 Scottish Vetting & Barring number

B21 Preferred contact number

**For AccessNI use only**

## PART D Applicant's current and delivery address

Please give details of your current address. This is the address to which all correspondence will normally be sent.

D1 Current address

D2 Town / City

D3 County

D4 Country

D5 Postcode

D6 Lived at this address since / /

Please give details of a preferred Delivery Address for the Applicant's Correspondence (if different from above).

D7 Delivery address

D8 Town / City

D9 County

D10 Country

D11 Postcode

## PART E Address history

If you have lived at the address at D1-D5 for less than 5 years please provide details of all your previous address(es), including student accommodation, and dates of residence for the last 5 years. There must be no gaps in the dates; overlapping dates are acceptable. Please start with the most recent address and work backwards. If necessary, please use the approved Address Continuation Sheet – this is downloadable at [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni).

E1 Address

E2 Town / City

E3 County

E4 Country

E5 Postcode

E6 Lived at this address from / /  to / /

E7 Address

E8 Town / City

E9 County

E10 Country

E11 Postcode

E12 Lived at this address from / /  to / /

## PART F Names history

*This Section should only be completed if you have answered Yes to questions B6 or B7. You must provide details of your previous name(s), along with dates these names were used. There must be no gaps in the dates; overlapping dates are acceptable. Please use an additional page if necessary, clearly writing your current name at the top of the page.*

F1	Previous surname	<input type="text"/>											
F2	date used from	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
F3	Previous surname	<input type="text"/>											
F4	date used from	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
F5	Previous forename	<input type="text"/>											
F6	date used from	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
F7	Previous forename	<input type="text"/>											
F8	date used from	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Once you have completed Part F, please return to B8 to continue with this Form.**

## PART G Declaration by Applicant

I understand the following:

- AccessNI may use the information I have supplied on this form to verify my identity and to check this application.
- AccessNI may use the information I have supplied on this form for the purposes of the prevention or detection of crime in accordance with section 29 of the Data Protection Act 1998.
- AccessNI may pass the information I have supplied on this form, and any other information I have supplied in support of this application to other Government organisations and law enforcement agencies in accordance with section 29 of the Data Protection Act 1998.
- By signing the applicant declaration box I confirm that the information that I have provided in support of this application is complete and true. I will supply AccessNI with any additional information required to verify the information provided in this application. I understand that knowingly to make a false statement in this application is a criminal offence.

G2 Signature of applicant *(please sign in box)*

G3 Date of signature

G4 Name (in CAPITALS)

**You must now return this form to the person who asked you to complete it**





Parish: .....

Date: .....

## Letter of Appointment

for

..... (name)

..... (address)

..... (volunteering role)

Dear

Thank you most sincerely for applying for the above position. It is with the greatest of pleasure that I can confirm that you have been successful in your application and I am delighted that you have decided to work as a volunteer in the parish. Please complete the enclosed letter of agreement and it return to me.

If you have any further questions about the parish policy statement, code of behaviour or procedures, which you have already received, please do not hesitate to contact the parish recruitment committee.

May I take this opportunity to welcome you and thank you for your commitment to the parish.

Sincerely Yours,

.....  
Chair of Parish Recruitment Committee.

Date: .....

Parish: .....

Date: .....

**Letter of Agreement**

for

..... (name)

..... (address)

..... (volunteering role)

Dear

Thank you for your letter of appointment. I am happy to accept the above volunteering role. I agree to attend a parish information session on safeguarding vulnerable adults and agree to adhere to diocesan safeguarding vulnerable adults guidelines.

I understand and accept that it is my duty to promote the welfare of vulnerable adults.

Sincerely Yours,

.....

# Application Verification Form

Name of Applicant: .....

Maiden Name: .....

Address of Applicant: .....

.....

Phone No/s: .....

## Verification of Application Form:

Name of Job applied for: .....

Application Checked By: .....

Date of Check: .....

## Verification of Declaration Form:

Declaration Checked By: .....

Date of Check: .....

## Verification of Identity:

Type of ID Supplied - List A: .....

Type of ID supplied - List B: .....

ID Checked By: .....

Date of Check: .....

## Checking of References:

Name of 1<sup>st</sup> Referee: .....

Reference Checked By: .....

Date of Check: .....

Name of 2<sup>nd</sup> Referee: .....

Reference Checked By: .....

Date of Check: .....

# Vetting Verification Form

## ROI Vetting:

Name of Applicant: .....

Maiden Name: .....

Address of Applicant: .....

.....

Phone No/s: .....

Name of Job applied for: .....

Reference No. and Date of Check: .....

Decision to Employ: Yes  No

Received By: .....

(employer)

Date Received: .....

## ACCESS NI Vetting:

Name of Applicant: .....

Maiden Name: .....

Address of Applicant: .....

.....

Phone No/s: .....

Name of Job applied for: .....

Type of Check: .....

Date of Check: .....

Decision to Employ: Yes  No

Received By: .....

(employer)

Date Received: .....

## Role Description of Eucharistic Minister to the Housebound

Job Title: Parish Eucharistic Minister to the Housebound.

Responsible to: Parish Priest.

Job Purpose: To bring the Eucharist into the residences of housebound people.

The main role of the Eucharistic Minister to the housebound is to bring the Eucharist to the people who are housebound. Parish representatives undertaking this very important role are responsible to the Parish Priest. Their main responsibilities include:

- Bringing the Eucharist from the parish church to people in the community who are housebound due to health problems, age or disability;
- Following the instructions given by the diocese for the reverent conveying of the Eucharist and to follow the appropriate format for the administration of the Eucharist;
- When visiting people either in hospital or in a residential home, to respect the boundaries and regulations of the organisation, particularly by notifying someone in a supervisory position, of your presence in the home;
- Being respectful of the homes of people in the community;
- Being willing to administer the Eucharist prayerfully;
- Being aware of difficulties for some people with swallowing the Eucharist and therefore accommodating the size of the portion of the Host to enable comfortable reception of the Sacrament. It is essential to adhere to guidance from medical staff in relation to health issues e.g. people who are peg fed cannot receive the Eucharist;
- Being sensitive to the fact that doctors, nurses or social services may call just before or whilst the Sacrament is being administered and that medical care should take precedence;
- Being willing to talk with people to whom the Sacrament is being brought, recognising them as part of the Body of Christ;
- Ensuring that the Eucharistic Minister has an awareness of and adheres to the Diocesan Safeguarding Policy and Procedures.

### Person Specification:

- To be a person of integrity and good character;
- To have reverence for the Eucharist;
- To have a clear understanding of the Eucharist as a Sacrament of unity, reconciliation and healing;
- To fully acceptance of the Church's teaching on the Eucharist and the Mass;
- To be available to bring the Eucharist on a regular basis to those in need;
- To recognise that Jesus is present in the Eucharist and in the people to whom the Eucharist is being given;
- To be able to maintain confidentiality in relation to people's personal details and information.

**Note:** We recognise in the case of close relatives who live at the same address as the housebound or close family members e.g. children/niece/nephew/grandchildren or siblings, there is an exception from the normal vetting requirements as no additional access is created in such cases.

## Code of Conduct for Those who Minister to Vulnerable Adults

Ministry with vulnerable adults is a gift from God. It is critical that boundaries are respected and that thoughtful relationships are established which always place the needs and well-being of the vulnerable adult as the primary concern. Those carrying out ministries should have clearly defined codes of conduct. A balance needs to be struck between the right to protection and the need to allow appropriate spiritual relationships between an individual and his/her priest, lay minister or volunteer. It is important for all clergy, staff and volunteers to:

- Adhere to the protocols and guidelines of any organisation whose premises they are ministering within.
- Treat everyone equally with respect.
- Engage and interact appropriately with vulnerable adults.
- Be aware of the difficulties posed by language barriers and other communication difficulties.
- Respect the dignity of each individual and their right to personal privacy.
- Recognise that particular care is required in moments when you may be discussing sensitive issues with vulnerable adults.
- Avoid situations that might compromise your relationship with vulnerable adults, and which are unacceptable within a relationship of trust. This rule should apply to all such behaviours including those which would constitute an illegal act.
- Respect the religious, cultural, racial and sexual orientation of the vulnerable adult and be open to and aware of diversity in their beliefs and practices and those of their families.
- Provide an example of good conduct you wish others to follow.
- Operate within diocesan guidelines.

The code outlines unacceptable behaviours. Clergy, staff and volunteers must **never**:

- Physically or emotionally abuse or exploit a vulnerable adult.
- Become involved in either using the vulnerable adult's money on his/her behalf or in giving the vulnerable adult advice in the use of his/her money.
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive.
- Do things of a personal nature for a vulnerable adult that he/she is capable of doing for his/herself or are the responsibility of their family or carer.
- Act in ways intended to shame, humiliate, belittle or degrade.
- Discriminate against the person on the basis of religion, race, culture, gender or sexual orientation.
- Form inappropriate relationships with vulnerable adults.
- Gossip about personal details of vulnerable adults and their families.
- Inappropriately photograph or video a vulnerable adult.
- Audio or visual recordings may not be taken of vulnerable adults without their permission. The use of such recordings on any website (social networking sites etc.), or any other medium, either as recorded or digitally altered, is expressly forbidden.

Clergy, staff and volunteers are being made aware of the code in the expectation that they will act in accordance with it when exercising ministry to the vulnerable.

**Appendix 2: Vulnerable Adult Abuse Report Form**



## Vulnerable Adult Allegation/Concern Report Form

Name of Parish/Organisation	
Name of Vulnerable Adult	
Age/Date of Birth	
Gender	
Names of carers (if known)	
Home Address (if known)	

**Please complete those sections below that are relevant**

### **1. Disclosure by a vulnerable adult**

When was the disclosure made (dates and times)?

Who did the vulnerable adult make the disclosure to?

What did the vulnerable adult actually say?

### **2. Indicators**

Describe any signs or indications of abuse (with times and dates)

Has the vulnerable adult alleged that any particular person is the alleged abuser? (if so, please record details and the relationship, if any, to the vulnerable adult below)

<b>3. Concerns expressed by another person about a vulnerable adult</b>
Record the concerns that were passed to you (with dates and times) and if possible ask the person who expressed the concerns to confirm that the details as written are correct
<b>4. Details of any immediate action taken e.g. first aid, etc.</b>
<b>5. Has the vulnerable adult expressed any reservations about you talking to the Designated Liaison Person about the matter?</b>
<b>6. Does the vulnerable adult have any particular needs e.g. communication, etc.?</b>
<b>Signatures</b>
<i>To be signed by the person reporting the concern</i>
Name:
Job Title:
Signed:
Date:
Date received and actioned by Designated Liaison Person:
Name:
Signed:
Date:
Action taken by Designated Liaison Person
Signed:
Date:

## **Appendix 3: Access to Advice and Support**

## Republic of Ireland

### **An Garda Síochána:**

Domestic Violence and Sexual Assault Investigation Unit Harcourt Square Dublin:  
Tel: 00353 1 666 3430

Cavan:	Tel: 049 4368800
Monaghan:	Tel: 047 77200
Dundalk:	Tel: 042 9335577
Drogheda:	Tel: 041 9838777
Navan:	Tel: 046 9079930
Sligo:	Tel: 071 9157000
Manorhamilton:	Tel: 071 9855123

### **HSE:**

Cavan:	Tel: 049 4361822
Monaghan:	Tel: 047 30400
Louth:	Tel: 042 9331194
Meath:	Tel: 046 9021595
Sligo/ Leitrim:	Tel: 071 9171111

The HSE has a dedicated Elder Abuse Service, with Senior Case Workers now working in most Local Health Office Areas. You can seek advice from the HSE Information Line -

Monday to Saturday:	8am – 8pm.
Call Save:	1850 24 1850
Email:	<a href="mailto:info@hse.ie">info@hse.ie</a>

**HIQA Health Information and Quality Authority**, The Regulatory Body for nursing homes and designated centres for children and adults with disabilities. The contact details are Northern Regional Office, Social Services Inspectorate, Georges Court, Georges Lane, Smithfield, Dublin 7 Telephone 01 8147400 Fax 01 8147499

**Tearman** – Support Organisation for those suffering from Domestic Violence in the Cavan and Monaghan area, HSE Primary Care Building, Rooskey, Monaghan Tel: 047 72311

**The Samaritans:** Tel: 1850 609090

**Towards Healing Freephone:** Tel: 1800 303416

***“Towards Healing”*** is a completely private and confidential counselling and support service for survivors of institutional, clerical and religious abuse, funded by the Catholic Church in Ireland. The operational hours of the helpline are: Monday and Wednesday (11.00a.m.–8.00p.m.) and Friday (11.00a.m.–4.00p.m.). An answering machine service is available at all other times.

**Towards Peace:** Tel: 01 5053028 Mobile: 086 7701533

***“Towards Peace”*** offers spiritual support to victims/survivors of clerical abuse whose faith in God may have been affected by their experience. Following initial telephone contact, ***“Towards Peace”*** offers an opportunity to talk to a trained spiritual companion in a one-to-one setting and to explore questions and concerns about God, and to get in touch with God's presence in their lives.

## Northern Ireland

### **PSNI:**

Tel: 0845 600 8000

This is a centralised number. Ask to be put through to the police station which serves the area where the incident/alleged incident took place.

Enniskillen: Tel: 028 5600800 / 028 66322823

### **Social Services:**

The Health and Social Care Trusts in Northern Ireland have Adult Safeguarding services in all Trusts. Anyone reporting a concern or making an allegation of abuse should contact this service in the Trust which serves the area where the incident/alleged incident took place. Contact information for the service in each Trust is outlined below:

Western Trust: Tel: 028 7134 5171

South West Acute Hospital: Tel: 028 66382000

**Northern Ireland Regional Emergency Social Work Service:** Tel: 028 950 49999

This service is available outside normal office hours including weekend and public holidays i.e. 5pm to 9am Monday to Thursday and 5pm Friday to 9am Monday. There is 24 hour cover over public holidays.

**Towards Healing Freephone:** Tel: 0800 0963315

***“Towards Healing”*** is a completely private and confidential counselling and support service for survivors of institutional, clerical and religious abuse, funded by the Catholic Church in Ireland. The operational hours of the helpline are: Monday and Wednesday (11.00a.m.–8.00p.m.) and Friday (11.00a.m.–4.00p.m.). An answering machine service is available at all other times.

**Towards Peace:** Tel: 00353 1 5053028 Mobile: 00353 86 7701533

***“Towards Peace”*** offers spiritual support to victims/survivors of clerical abuse whose faith in God may have been affected by their experience. Following initial telephone contact, ***“Towards Peace”*** offers an opportunity to talk to a trained spiritual companion in a one-to-one setting and to explore questions and concerns about God, and to get in touch with God's presence in their lives.

**Age NI Advice Line:** Tel: 0808 808 7575

## **Appendix 4: Roles and Responsibilities**

# Roles and Responsibilities

A summary of the roles and responsibilities within the diocesan safeguarding structure is listed below.

- Bishop of the Diocese:** Overall responsibility for ensuring that the safeguarding mechanisms for protecting all vulnerable people and groups are firmly established and working across the diocese.
- Diocesan Safeguarding Committee:** Established to oversee the implementation of a safeguarding strategy and to ensure that arrangements are set up within the diocese and is accountable to the bishop.
- Safeguarding Office:** The office employs a director of safeguarding, two designated liaison persons, and a diocesan training coordinator.
- Designated Liaison Persons:** The designated liaison persons are responsible for managing and coordinating all allegations, suspicions and concerns of child and vulnerable adult abuse within the diocese. This involves referral to the statutory services, setting up multi-disciplinary strategy meetings and the internal management of cases, including preparing information for the bishop and the diocesan advisory panel.
- Diocesan Advisory Panel:** The advisory panel is appointed by the bishop. Its role is to provide the bishop with recommendations about the management of individuals (following investigation by the Gardaí) against whom allegations of abuse of vulnerable adults have been made. The panel comprises representatives from the medical, canon law, statutory and legal backgrounds.

## **Appendix 5: Legal Framework – Republic of Ireland & Northern Ireland**



## **Key relevant legislation within the Republic of Ireland is as follows:**

- National Vetting Bureau (Children and Vulnerable Persons) Act 2012\*.
- Criminal Justice (Withholding of Information of Offences against Children and Vulnerable Persons) Act 2012\*.
- Assisted Decision Making Capacity Bill 2013\*
- Lunacy Regulation (Ireland ) Act 1871
- The Constitution – Bunreacht na hEireann 1937
- Domestic Violence Act 1996 & Domestic Violence (Amendment) Act 2002
- Powers Of Attorney Act 1996
- Family Law (Miscellaneous Provisions) Act 1997
- Data Protection Act 1998, 2003
- Human Rights Commission Act 2000 and 2001 (this applies to both NI and ROI )
- Equal Status Acts 2000 and 2004
- Mental Health Act 2001
- European Commission on Human Rights Act 2003
- Equality Act 2004
- Disability Act 2005
- Health and Social Care Professionals Act 2005
- Health Act 2007
- Health Act 2007 (Care and Welfare of Residents in Designated Centres for Older People) Regulations 2009 & (Care and Support of Residents in Designated Centres for Persons Children and Adults with Disabilities) Regulations 2013
- Medical Practitioners Act 2007
- Pharmacy Act 2007
- Consumer Protection Act 2007
- The Protected Disclosures Act 2014

\*This legislation has not as yet been enshrined into law but is expected to come before Dáil Éireann later in 2014.

## **Key relevant legislation within Northern Ireland is as follows:**

- The Criminal Law Act 1967, Section 5.
- The Mental Health (Northern Ireland) Order 1986.
- The Police and Criminal Evidence (Northern Ireland) Order 1989.
- The Disability Discrimination Act 1995.
- The Race Relations (Northern Ireland) Order 1997.
- The Public Interest Disclosure (Northern Ireland) Order 1998.
- The Family Homes and Domestic Violence (Northern Ireland) Order 1998.
- The Northern Ireland Act 1998, Section 75.
- The Criminal Evidence (Northern Ireland) Order 1999.

- The Human Rights Act 1998 - enacted 2000 (There are 16 Articles in the Human Rights Act and Articles 2, 3, 5, 6 and 8 have most relevance to safeguarding and protecting vulnerable adults.)
- Carers and Direct Payments Act 2002.
- The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007.
- The Sexual Offences (Northern Ireland) Order 2008.
- The Protection of Freedoms Act 2012.

Northern Ireland legislation relating to the safeguarding of vulnerable adults can be accessed through [www.opsi.gov.uk](http://www.opsi.gov.uk)

**Appendix 6:**

**Guidelines on Intimate Care of Vulnerable Adults**

## **Guidelines on Intimate Care of Vulnerable Adults:**

Disability is defined as a substantial restriction in the capacity of a person to participate in economic, social or cultural life on account of an enduring physical, sensory learning or emotional impairment. The types of disability include: physical disability, mental ill-health, autism, intellectual or learning disability and sensory impairment such as hearing or visual impairment. (Duty to Care: Department of Health & Children April 2002)

Assumptions should not be made about the effects of impairment on a person. These should be elicited as much as possible directly from the person even though communications may be difficult. Where there are communication difficulties, the care giver must become proficient in understanding the person.

To ensure equality of treatment and opportunity for disabled persons, reasonable adjustments should be made to the physical environment such as access to accommodate their needs, membership and activities. Prejudice or disabling attitudes of others need to be addressed through education and information.

Disabled people must be treated fairly avoiding direct discrimination on the basis of disability, victimisation and harassment. Vulnerable adults have the same rights, hopes, fears and aspirations as other adults. They have additional needs that place additional responsibility on those who care and work for them.

### **Code of Practice for the Intimate Care of Vulnerable Adults.**

- Vulnerable adults may depend on others for their care and safety.
- Appropriate care is to be given by carers / workers / staff / volunteers always respecting a vulnerable adult's dignity, privacy and choice of the vulnerable adult.
- Planning and agreements with a vulnerable adult in relation to how to support their inclusion in activities should be discussed when they are joining an activity, particularly around areas such as personal care and establishing communication.
- Where it is necessary to carry out tasks of a personal nature for a vulnerable adult, this should be done with the full understanding and consent of the vulnerable adult/ family member/ carer. In carrying out such personal care tasks, sensitivity must be shown to the vulnerable adult and the tasks should be undertaken with the utmost discretion.
- Any care task of a personal nature, which a vulnerable adult can do for themselves, should not be undertaken by the carer / worker / volunteer.
- In an emergency situation where this type of help is required, family / carer should be fully informed as soon as reasonably possible.
- Carers / workers /staff should be aware that vulnerable adults may be more likely than other adults to be bullied or subjected to other forms of abuse, and may also be less clear about physical and emotional boundaries.

**Appendix 7: Whistle Blowing Policy**

# Whistle Blowing Policy

## **What is whistle blowing:**

Whistleblowing is a term used to describe the action of someone who reveals/discloses wrongdoing within an organisation to the public or to those in positions of authority. It enables them to report concerns in a way that will not be seen as disloyal to their settings and colleagues.

## **Principles:**

- The Diocese of Kilmore is committed to the highest possible standards of openness and accountability.
- Employees and volunteers are expected and encouraged to voice any concerns about activities involving vulnerable adults to the appropriate person i.e. activity leader, parish priest, parish safeguarding representative or to the diocesan designated person.
- All people have the right to raise concerns about perceived unacceptable practice or behaviour.
- All concerns will be treated as far as possible in the strictest confidence and every effort will be made not to reveal the identity of the complainant, if requested. However if the concerns require further action, the complainant may at some future date have to act as a witness and/or provide evidence.
- It is recognised that whistle blowing can be difficult and stressful. Advice and support will be made available in the first instance by the parish safeguarding representative, or by the designated liaison person.
- No action will be taken against the complainant if the concern proves to be unfounded and was raised in good faith.
- Malicious allegations may be considered as a disciplinary offence and/or a criminal offence.

## **What stops people from whistle blowing:**

- Fear of starting a chain of events which spirals out of control.
- Disrupting the work or project.
- Fear of getting it wrong.
- Fear of repercussions or damaging carers.
- Fear of not being believed.

## **How to raise a concern:**

If the issue appears to be of a relatively minor and straightforward nature and clearly does not involve a formal vulnerable adult protection investigation, it may be dealt with at local level. You should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed, the easier and sooner action can be taken. Try to pinpoint exactly what practice is concerning you and why. Approach the activity leader, parish safeguarding representative, (who will give you a copy of the General Complaints Form), parish priest or diocesan designated liaison person as appropriate. Make sure you get a satisfactory response – don't let matters rest. You should put your concerns in writing, using the 'General Complaints Form', which outlines the concerns and issues, dates etc.

### **What happens next:**

You should be given information on the nature and progress of any enquiries within ten days of submitting the 'General Complaints Form'. You are not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern. You are entitled to be protected from harassment or victimization following a complaint.

### **Self-reporting:**

There may be occasions where a member of staff, paid or volunteer has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. That person has a responsibility to discuss such a situation with their group leader or parish priest so that professional and personal support can be offered. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of vulnerable adults.

### **Protected Disclosure:**

In the ROI the Protected Disclosures Act 2014 provides legal safeguards to employees, contract workers, agency workers and people on work experience schemes to report illegal practices or other specified wrong doings such as abuse. This applies where the disclosure is made in good faith and on reasonable grounds and relates to any conduct or action which raises a significant danger to public health or safety.

### **Northern Ireland:**

Within Northern Ireland the Public Interest Disclosure (NI) Order 1998 protects most workers who whistle blow about wrongdoing in their workplace (such as a criminal offence or where there is a danger to the health and safety of individuals) from being treated unfavourably by their employer as a result, e.g. by not being allowed access to training or promotion.

Kilmore Designated Liaison Persons:      Suzie Duffy,  
Kilmore Diocesan Pastoral Centre,  
Cullies, Cavan, Co. Cavan.

Tel.            049 4375004 ext 105.

Fr. Séan Mawn,  
Convent Road, Ballinamore,  
Co. Leitrim.

Tel.            071 9644039.