



APPENDIX B - SAFE RECRUITMENT PRACTICES FOR EMPLOYEES

Para. 1 - Trinity will provide a clear definition of the role of employees, clarifying and agreeing expectations regarding the role of a new worker and identifying the minimum level of personal qualities and skills required to fill the post.

Para. 2 - Trinity staff working with children shall be trained appropriately in child protection procedures and the University's Child Protection Officer shall work with appropriate bodies in the University to identify specific groups of staff who require such training.

Para. 3 - Trinity College Dublin commits to upholding the highest possible standards in recruitment of employees as laid out in the University Recruitment Procedures (available here - <https://www.tcd.ie/hr/resourcing/index.php>).

Para. 4 - In addition to the rigours of the recruitment process and verification of references, as mandated by the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016*, all job applicants who are intended to be employed in an area where they will have unsupervised access to children and/or vulnerable adults in the course of their employment/engagement must submit to vetting and be required to complete the e-vetting forms which are available from Trinity's Human Resources. The vetting process will be carried out by Trinity's Human Resources in accordance with the Vetting/Foreign Police Certification Policy for Staff, see <https://www.tcd.ie/media/tcd/about/policies/pdfs/hr/procedure07a-gardavetting.pdf>.

Para. 5 – The University will ensure that applicants for employment with Trinity that entails having unsupervised access to, or contact with, children or mentally impaired people are aware of section 26 of the *Sex Offenders Act 2001* which makes it an offence for a sex offender convicted of offences committed in Ireland or abroad to apply for work or to perform a service which involves having unsupervised access to, or contact with, children or mentally impaired people without telling the prospective employer or contractor that [s/he is] a sex offender. The term “mentally impaired” is defined in section 5 of the *Criminal Law (Sexual Offences) Act 1993* as “suffering from a disorder of the mind, whether through mental handicap or mental illness, which is of such a nature or degree as to render a person incapable of living an independent life or of guarding against serious exploitation.”