



APPENDIX C.1 – SAFE RECRUITMENT PRACTICES FOR VOLUNTEERS

1 Volunteers who will have access to children (i.e. people under the age of 18) shall adhere to the child protection policies and practices in place and comply with the legislation under the *Children First Act 2015*. They will complete and submit a registration form, the information included on which shall be reviewed and stored in such a way as to respect the applicant’s right to confidentiality. A sample registration form is set out in Appendix C.2.

It should also be noted that 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 is applicable to voluntary work.

2 All candidates for voluntary work which entails regular or ongoing unsupervised access to children or any ‘vulnerable person’¹⁰ shall be subject to Garda Vetting under the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016* which must be submitted in advance of commencing voluntary activity that includes access to children or vulnerable adults. Whether or not volunteers may work in a supervised capacity before their Garda Vetting has come through is at the discretion of the individual volunteer programme. Trinity is obliged to obtain vetting disclosures in relation to any volunteers carrying out relevant work with children or vulnerable adults. No volunteer may have regular or ongoing unsupervised access prior to the Garda Vetting coming through satisfactorily. No volunteer should be placed in the role of activity leader or supervisor or equivalent unless their Garda Vetting has come through satisfactorily.

If the information provided on the Garda Vetting form or the response from the National Vetting Bureau raises a concern in relation to the volunteer’s suitability to work with children or vulnerable adults, the procedures outlined in the University’s Vetting/Foreign Police Certification Policy for Staff will come into operation and in serious cases, the volunteer may be asked to withdraw from the volunteering programme or activity and/or undertake not to

¹⁰ A ‘vulnerable person’ in this context is defined in the legislation to mean 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) has an intellectual disability
- d) is suffering from a physical impairment, whether as a result of injury, illness or age, or
- e) 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.



volunteer with any other organisation or programme which would involve access to children or vulnerable persons.

3 The University affiliated volunteer-involving activity or programme, (which includes volunteering within Trinity Centres and administrative areas), shall ensure that before commencing any activity with children or vulnerable adults, all volunteers receive an induction appropriate to their role and are made familiar with the relevant child protection legislation, policies and procedures and the standards of conduct which are expected of them when working with children as per the Code of Behaviour (Appendix A).



Appendix C2 – Registration form
C o n f i d e n t i a l

Surname _____

Forename _____

Course and Year (if student) _____

School/Unit and Position (if staff) _____

*Address (if not a current student/staff member) _____

Date of Birth: _____

Tel. No. _____

College E-mail Address: _____

****Can you commit to this voluntary activity for (*specify commitment required e.g. two hours each week during Michaelmas term between 6pm and 8pm on a Monday*)? **Yes/No****

Under section 26 of the *Sex Offenders Act 2021 to 2023* 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 vulnerable adults.

Can you confirm that this does not apply to you? **Yes/No**

Is there any reason why you cannot or should not work with children or vulnerable adults***? **Yes/No**

I, _____, am aware of my rights as a Trinity College Dublin Volunteer and agree to uphold my corresponding responsibilities as set out in the TCD Volunteer Charter**** when volunteering with _____ (NAME OF PROJECT/ORGANISATION).

To the best of my knowledge, all information within this application is accurate and correct.

 Name

 Date

[Use electronic signature if submitting online; written signature and date if submitting as a hard copy.]

*A letter from a referee must accompany your registration form if you are not a current student/staff member. Your referee must be your current employer or social worker or a current staff member of Trinity College.

**Optional.

***A 'vulnerable person' in this context is defined in the legislation to means a person, other than a child, who—

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- b) has an intellectual disability



- c) has an intellectual disability
- d) is suffering from a physical impairment, whether as a result of injury, illness or age, or
- e) 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.

*** <https://www.tcd.ie/civicengagement/assets/pdf/volunteer-guides/TCD-Volunteer-Charter2018.pdf>

Personal data will be processed in compliance with data protection legislation. Further information is available at www.tcd.ie/privacy.



Appendix C.3 – Volunteer reference form

C o n f i d e n t i a l

(Insert name of applicant seeking to become a volunteer)

has expressed an interest in becoming a volunteer with this club/organisation and has given your name as a referee.

This post involves substantial access to children and / or vulnerable adults*. As an organisation committed to the welfare and protection of children and vulnerable adults, do you have any reason at all to be concerned about this applicant being in contact with children or young people?

	(please tick✓)
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, subject to compliance with statutory obligations and will only be shared with the applicant’s immediate supervisor, should they be offered a volunteer position. We would appreciate you being extremely candid in your evaluation of this person. **Please note that information provided by you is liable to be released to the subject of the reference, where a request is made under relevant legislation, including the *Freedom of Information Act 2014* and the *EU General Data Protection Regulation 2016 (GDPR)*.**

How long have you known this person?

In what capacity?



What attributes does this person have which you would consider makes them a suitable volunteer?

How would you describe their personality?

Signed: _____

Date: _____

Occupation: _____

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- c) has an intellectual disability
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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.

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