

Date

Parish Address

Dear _____

It is a requirement by law in Northern Ireland and Armagh Diocesan Procedure that all volunteers (paid or unpaid) working with children and vulnerable adults complete the enclosed Application Form.

In order to take up your role in the parish you must be vetted *before* you take up your position. Please do not delay in completing this form. Once completed the form should be returned to me, the Parish Safeguarding Representative c/o the Parish Office. I, on behalf of the Parish, will take up two references as named on your form.

Following satisfactory references, I will make contact with you as your volunteering position requires a criminal record check to be completed. I will then provide you with the necessary forms and guidance on the process for the vetting system. As part of the process I will be required to confirm your identity and will request to see specific documents to verify your identity. The outcome of your check will be conveyed to you and your Safeguarding Representative in writing by the Diocesan Registered Person.

We are very aware of the confidential nature of the information shared and wish to assure you that it will be treated in the utmost confidence and handled strictly in accordance with the Diocesan Policy on Secure Storage and Retention of Records.

Thank you for your co-operation with this matter.

Yours sincerely

Parish Safeguarding Representative

Enc.