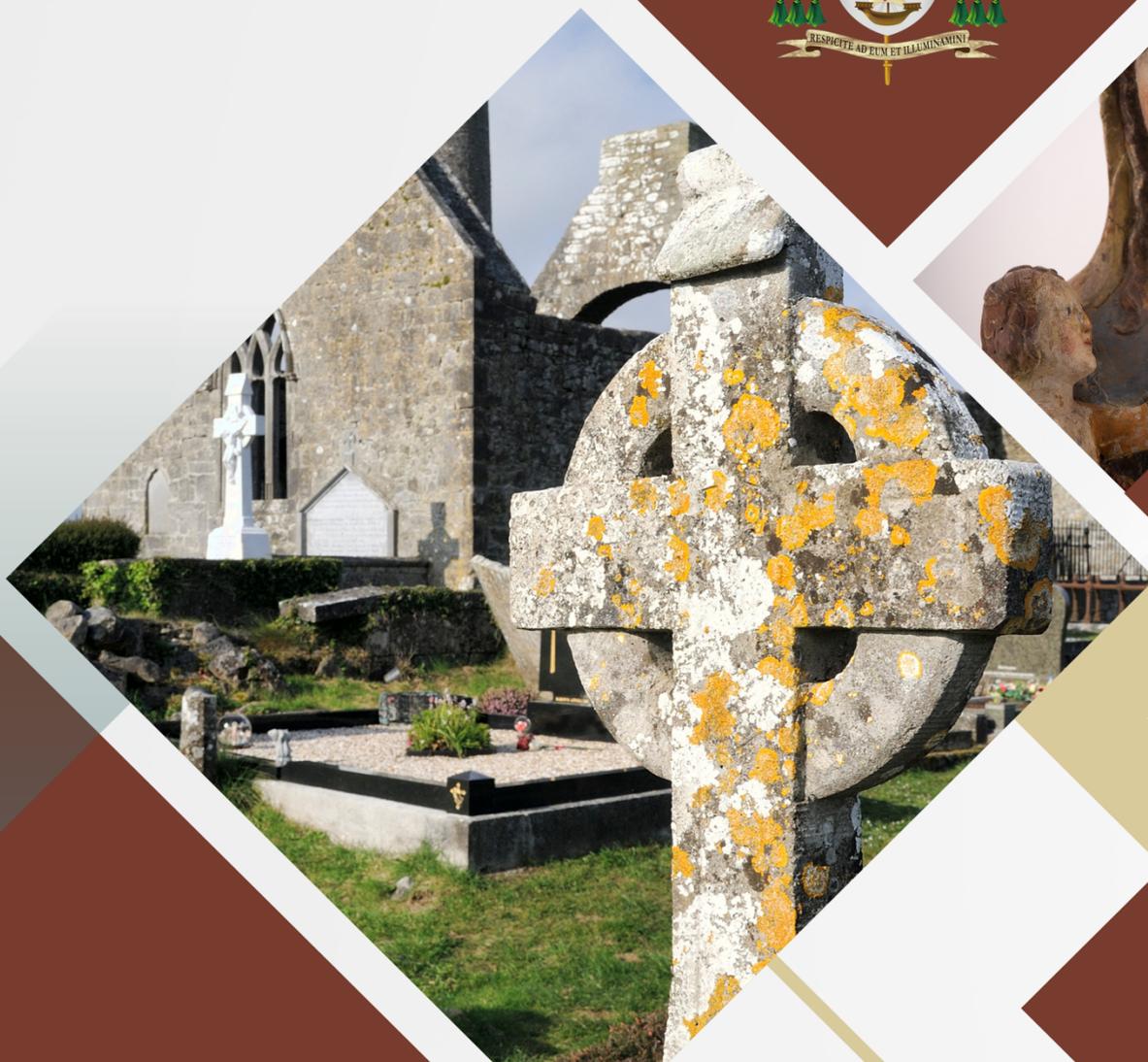


Diocese of Clonfert

Diocese of Galway, Kilmacduagh and Kilfenora

Visiting Clergy and Religious Taking Up Residence: Requirements and Procedures





Dear Father,

Welcome to the Diocese of Clonfert, and the Diocese of Galway, Kilmacduagh and Kilfenora. We're very glad to have you with us and to share in ministry together.

This onboarding pack contains a number of important documents. We'd be grateful if you could return the completed pack in full.

Included you'll find:

- A note outlining the **requirements for visiting clergy**, both:
 - For those ministering at a once-off event within Ireland or from abroad, and
 - For those from outside the Republic of Ireland who plan to minister here beyond a once-off event.
- A **Declaration and Confirmation of Good Standing** form, to be completed and stamped by your competent religious authority.
- A **Garda Vetting Form**, required as part of our safeguarding procedures.
- The **Child Safeguarding Statement** of the Diocese.
- Information about your role in Irish law as a **mandated person** under child protection legislation.

Please note that **scanned or photocopied signatures cannot be accepted**. All forms requiring a signature must bear the original.

If anything is unclear or you need assistance at any stage, don't hesitate to get in touch. We're here to support you.

Sincerely,

Fr John Gerard Acton

Requirements for Visiting Clergy and Visiting Members of Religious Institutes

If a cleric is present for a single event in a parish, such as a baptism, wedding, or funeral, he should:

- Sign the sacristy register to declare his presence for a particular date and time.
- If he is not incardinated in the ecclesiastical jurisdiction, he must provide his celebret for inspection by the parish priest or other delegated person. This should be noted beside his signature in the sacristy register.

Requirements for Visiting Priests (Diocesan or Religious) Who Wish to Minister Beyond a Once-Off Event, or for Ordained Religious Taking Up Residence in the Diocese

When a visiting priest, whether diocesan or belonging to a religious institute, wishes to minister in the Diocese of Clonfert or the Diocese of Galway, Kilmacduagh and Kilfenora beyond a once-off event, or when an ordained religious wishes to take up residence in an established religious house within either diocese, the following procedures must be observed.

- The priest must complete a Declaration of Good Standing form and have the Confirmation of Good Standing section completed by his authority (bishop or provincial).
- A vetting check must be undertaken through the Garda National Vetting Bureau, as appropriate.
- The priest must make an appointment with the Diocesan Director of Safeguarding to undertake a safeguarding briefing in the diocese before beginning any ministry.
- The priest must familiarise himself with the Diocesan Safeguarding Policy Handbook and other diocesan safeguarding documents available at www.clonfertgalway.ie/safeguarding.

Once these requirements have been met and the bishop is satisfied that there are no concerns, written permission will be issued specifying the ministry or residence, its duration, and its location. A copy of this permission will be sent to the relevant parish priest or superior and retained in diocesan records in accordance with confidentiality and data-protection standards.

DECLARATION AND CONFIRMATION OF GOOD STANDING

DECLARATION SECTION: To be completed by the Applicant

Name of Applicant:		
Email:		
Phone:		
Date of birth:		
Why do you want to minister in this diocese?		
Are you coming to this diocese temporarily? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Date on which you seek to begin ministry in this diocese:		
Current appointment	Position:	
	Address:	
	Date from:	
Previous Appointment 1	Position:	
	Address:	
	Date from:	Date to:
Previous Appointment 2	Position:	
	Address:	
	Date from:	Date to:

Previous Appointment 3	Position:	
	Address:	
	Date from:	Date to:

Details of additional appointments should be given on a separate sheet and attached to this form.

Have you ever been suspended or otherwise canonically disciplined?

YES NO

If 'Yes', give details:

Have you any criminal record, or had criminal charges brought against you?

YES NO

If 'Yes', give details:

Have you experienced any behavioural problems, past or present, which would indicate that you might deal with children or vulnerable adults in an inappropriate manner?

YES NO

If 'Yes', give details:

Have you ever been involved in an incident or exhibited behaviour that called in to question your fitness or suitability for ministry due to alcohol misuse, substance misuse, sexual misconduct, financial error, or any other lapse of judgement?

YES NO

If 'Yes', give details:

It is necessary to appointment with make the Diocesan Director of Safeguarding to undertake a safeguarding briefing in the diocese before beginning any ministry.

Date scheduled for briefing: _____

If approved for ministry, I agree to abide by the requirements of Diocesan Safeguarding Policy and Procedures. I confirm I have read the Child Safeguarding Policy Statement for the diocese.

I authorise the verification of the information provided on this form as to my previous ministries and personal information. I also authorise the appropriate necessary sharing of the information I provide to the Dioceses of Clonfert, and of Galway, Kilmacduagh and Kilfenora.

SIGNATURE: _____

DATE: _____

CONFIRMATION SECTION

TO BE COMPLETED BY THE APPLICANT'S CHURCH AUTHORITY

Do you approve the Applicant's request to minister in the Diocese of Galway? YES NO

I verify the information provided in this form as to the Applicant's previous ministries and personal information. I authorise the appropriate and necessary sharing of the information provided.

Signature/seal of Applicant's Church authority:

Date:

DATA PROTECTION: The Dioceses of Clonfert, and of Galway, Kilmacduagh and Kilfenora will process the personal data contained in this form in its legitimate interests in connection with your application for ministry. The data will be stored for as long as is necessary.

For further information, see the Diocesan Privacy Policy or contact Fr John Gerard Acton at jgacton@galwaydiocese.ie

DIOCESAN OFFICE USE ONLY

Approved: _____

Date:



Safeguarding Children

Diocese of Galway, Kilmacduagh and Kilfenora

As a constituent member of the Catholic Church in Ireland, we recognise and uphold the dignity and rights of all children, are committed to ensuring their safety and well-being, and will work in partnership with parents/guardians to do this. We recognise each child as a gift from God, and we value and encourage the participation of children in all activities that enhance their spiritual, physical, emotional, intellectual and social development.

All Church personnel (including clergy, religious, staff and volunteers) have a responsibility to safeguard children through promoting their welfare, health and development in a safe and caring environment that supports their best interests and prevents abuse.

A Risk/Hazard Assessment with regard to the Safeguarding of Children has been completed and is available from the Parish Priest. A similar Risk/Hazard Assessment for the Diocese of Galway is available at www.galwaydiocese.ie

Concerns?

If you are concerned about the welfare and safety of children or wish to raise a matter from the past, you may contact any of the following:

Diocesan Safeguarding Service

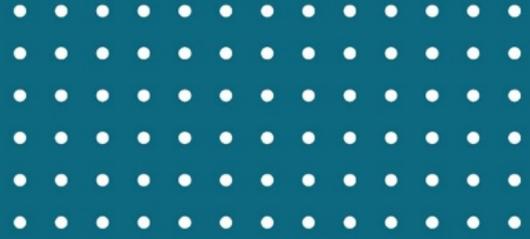
Ms Aileen Cawley (Diocesan Designated Liaison Person)
Tel: 085 - 2288047 Email: acawley@galwaydiocese.ie

Statutory Authorities

Garda National Protective Services Bureau
Tel: 01 666 3430 / 3423

Garda Confidential Service
Tel: 1800 666 111

Tusla
Galway Tel: 091 546235
Mayo Tel: 094 9042030
Clare Tel: 061 482792



Contact Us



For further information on safeguarding children in our Diocese, please contact:
Fr John Gerard Acton
jgacton@galwaydiocese.ie
091 - 563566

STATUS AS A MANDATED PERSON

Since 11 December 2017, key sections of the Children First Act 2015 have been in force in the Republic of Ireland. Two sections of the Act are particularly relevant to Church personnel, as they concern the responsibilities of mandated persons under Section 14(1) and Section 14(2).

Mandated persons are individuals who, because of their work, training, qualifications, or role, have contact with children and families and are in a position to help protect children from harm.

Within the context of the Catholic Church, the following are recognised as mandated persons:

- Any member of the clergy or pastoral care worker, regardless of title or description, who serves in a church or other religious community.
- Any safeguarding officer, child protection officer, or any other person employed or appointed to carry out child welfare or protection functions in religious, sporting, recreational, cultural, educational, or other organisations that provide services to children.

Under the Act, mandated persons have two main legal obligations. The first is to report to Tusla any knowledge, belief, or reasonable suspicion that a child has been, is being, or is at risk of being harmed, where the information meets the defined reporting threshold. The second is to assist Tusla, if requested, in assessing any concern that has been the subject of a mandated report.

The reporting threshold is defined in Sections 14(1) and 14(2) of the Act.

Under Section 14(1), where a mandated person knows, believes, or has reasonable grounds to suspect, based on information received or acquired in the course of their work, that a child has been harmed, is being harmed, or is at risk of being harmed, the person must report that knowledge, belief, or suspicion to Tusla as soon as practicable.

Under Section 14(2), where a child believes that they have been harmed, are being harmed, or are at risk of being harmed, and discloses this belief to a mandated person in the course of that person's work, the mandated person must report the disclosure to Tusla as soon as practicable.

Section 2 of the Children First Act 2015 defines harm in relation to a child as assault, ill-treatment or neglect of the child in a manner that seriously affects, or is likely to seriously affect, the child's health, development, or welfare; or sexual abuse of the child.

From 11 December 2017 onwards, all mandated persons are required to report any knowledge, belief, or reasonable suspicion that a child has been harmed to Tusla and to An Garda Síochána.

Allegations relating to Church personnel, including clerics, religious, employees, and volunteers, will continue to be processed through the local diocesan Designated Liaison Person (DLP). A joint report will be made with the person who received the allegation. Allegations relating to matters outside the Church must be reported directly by the mandated person, although consultation with Tusla and/or the DLP may take place to confirm whether the concern meets the reporting threshold.

GUIDELINES FOR COMPLETING VETTING INVITATION FORM (NVB 1)

Please read the following guidelines before completing this form.

Miscellaneous

- The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.
- The applicant's signature must be a wet ink signature.
- Photocopies will not be accepted.
- All applicants will be required to provide documents to validate their identity.
- If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1 form.

Personal Details

- Insert details for each field, allowing one block letter per box.
- For Date of Birth field, allow one digit per box.
- Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.
- Please allow one digit per box for your contact number.
- The Current Address means the address you are now living at.
- The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

Role Being Vetted For

- The role being applied for must be clearly stated. Generic terms such as "Volunteer" will not suffice.

Declaration of Application

- The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.
- An invitation to the e-vetting website will then be sent to your Email address from evetting.donotreply@garda.ie
- The **Identity Document Validation Form** section of this form must be completed by the person validating your identity and proof of address documents from the organisation listed in Section 2.

IDENTITY DOCUMENT SCHEDULE

Accepted Documentation Table: (Applicants Over 18)

Category	Document Type
	Photo Identification
	Passport from country of citizenship
	Irish/EU/UK Driving Licence or Learner Permit
	Irish Certificate of Naturalisation
	National Identity Card (EU/EEA/Swiss Citizens)
Proof of Address	
Credit Institutions	Bank Statement from a recognised bank (not private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
Utility Providers	Utility Bill (the only utility bills accepted are: gas, electricity, television, broadband, waste & TV licence)
Government Bodies	Correspondence from government departments
Local Authorities	Letter from Local Council confirming tenancy

Applicants Under 18

Only in circumstances where an applicant under the age of 18 that does not have documentation outlined in the accepted documentation table will the following be accepted, two documents must be submitted, one document must be the birth certificate.

Identification
Birth Certificate
Written statement by a school principal confirming attendance (on school letterhead)
Passport from a country of citizenship

Strict Adherence: Only the documents listed are acceptable.

Identity Document Validation Form

Section 1: Photographic ID

- Is the photographic document, being relied upon, current and not expired? Yes
- Is the photograph on the document a true likeness for the vetting subject? Yes
- Is the photograph of high quality and clear? Yes
- Is the date of birth on the document matching the date provided on the NVB1 Form? Yes
- Is the name on the document exactly matching the name provided on the NVB1 Form? Yes

Section 2: Proof of Address

- Is the address document dated within six months of the consent date? Yes
- Is the address on the proof of address document matching the address provided on the NVB1 Yes
- Is the vetting subject's name included on the proof of address document? Yes
- Is the document acceptable as proof of address document, as per Identity Document Yes

Section 3: NVB1 Form

- Is the NVB1 form dated and signed by the vetting subject? Yes
- Is the role accepted to be relevant work or activity? Yes
- Is the Consent Box ticked? Yes

Section 4: Document Confirmation

I have physically seen and retained/forwarded a copy of the following documents: (Please check all that apply)

- Completed NVB1 Form (original) Yes No
- Photographic ID document type: _____ Yes No
- Document Reference No. _____ Yes No
- Proof of address document type: _____ Yes No

If you have answered No to any of the above questions the vetting subject has not met the criteria to continue with the vetting process

Section 5: Validator Information

Validator's Name (PRINT NAME): _____

Validator's Signature: _____

Validator's Role:
(Bishop/Priest/Chairperson/Principal) _____

Validator's Contact Number: _____

Validator's Email Address: _____

Date of Validation: _____