

New Parish Volunteer Invitation Letter

Dear Parish Volunteer

Thank you for your interest in volunteering within the parish.

As part of the Diocesan Child and Adult Safeguarding Best Practice Guidance, it is a requirement that all new volunteers complete a Volunteer Application Form.

Once completed, the application form should be returned to the Chairperson of your local Parish Safeguarding Committee, c/o the Parish Office. The Chairperson, on behalf of the parish, will take up two references named on your form.

As your role requires an AccessNI Enhanced Disclosure Check, the Chairperson will provide you with the AccessNI Online Guidance Document for you to create an NI Direct Account and process your AccessNI application. You will be required to complete a Confidential Declaration Form and provide identity documentation (for photocopying purposes), as required by AccessNI, and to complete an Identity Verification Form.

Following a satisfactory check, then and only then will you be able to take up your volunteering position. This will be confirmed with me in writing by the Diocesan Registered Person, Northern Diocese Catholic Church Vetting Office, Belfast (the person registered to obtain criminal records checks with AccessNI), and I will subsequently confirm this in writing to you. It is important to note that a previous criminal conviction will not necessarily prevent you from taking up the role you have applied for.

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

The Northern Diocese Vetting Office complies with a Code of Practice issued by AccessNI, and copies of this document can be obtained from the Vetting Office if required.

Thank you for your cooperation and interest in volunteering for the parish.

Yours sincerely

Signed:

Date:

Parish Safeguarding Committee Chairperson