

Section 7: Guidelines and Procedures For The Recruitment, Selection and Vetting of Staff and Volunteers

- The recruitment and selection of camp leaders for all SU camps and activities, school retreats, camps and missions is a matter for the Youth Development Team Leader.
- All Scripture Union volunteers, and camp leaders are required to complete an on-line application form. The form can be located at www.scriptureunion.ie and requires the applicant to provide personal information and details of their faith journey. (Appendix 4)
- All volunteers and camp leaders must provide, on their application form, the names of two referees, one of whom can comment on their faith journey.
- All volunteers and camp leaders must be Garda Vetted by Scripture Union. Volunteers and camp leaders from overseas or who have been living in Ireland or Northern Ireland for less than 2 years must provide additional police checks. (Appendix 4)
- The Vetting Officer must process the Garda vetting forms from volunteers and camp leaders, check the application and reference forms and where necessary contact the referees for any further clarification or information.
- The Vetting Officer will ensure a volunteer or camp leader is 'qualified' once all the necessary steps have been completed (application form completed, references received, and satisfactory Garda Vetting disclosure received).
- If the Vetting Officer is in doubt about the suitability of a potential volunteer or camp leader, he/she will bring it to the attention of the Youth Development Team Leader and the National Leader.
- The final decision to reject a volunteer is a matter for the National Leader and he/she is not obliged to provide a reason for this decision.
- In certain circumstances a refused application may be reviewed by the Vetting Officer after one year and a recommendation made to the National Leader who will decide on the matter.
- It is the responsibility of the Youth Development Team Leader to ensure that all volunteers are 'qualified' volunteers prior to any Scripture Union event.
- The recruitment and appointment of all SU staff must be approved by the SU Council.
- All SU staff who work directly with people under the age of 18 will be required to submit a Garda Vetting form as a condition of employment in line with government legislation.
- In addition, any staff from overseas or who have been resident in the Republic of Ireland or Northern Ireland for less than two years, will be required to provide additional background checks.
- It is Scripture Union policy for volunteers, camp leaders and staff that work directly with people under the age of 18 to go through the Garda vetting procedures every three years in line with government legislation.