



Recruitment of Volunteers

(including parents)

Checklist

Volunteer Name: _____

	Yes	No
Mevagh FRC Volunteer Recruitment Policy - reviewed		
Job Description - supplied		
Application & Declaration Form - completed satisfactorily		
References – received and attached. All references must be checked https://mevaghfrc.com/document/check-reference-email-or-letter/		
Vetting - obtained Garda Vetting and establishing if lived in other countries outside UK/Europe. See https://www.familyresource.ie/members/logged.php for updated Garda Vetting forms.		
Documents – supplied (email) ▪ Child Safeguarding Policy & Procedures ✓ Notified of Designated Liaison Person ✓ Notified of Reporting Procedures ▪ Code of Conduct for Volunteers ▪ Confidentiality Policy		
Induction - completed ▪ The vision, mission and organisational structure of Mevagh FRC and how their role fits within the broader purpose of Mevagh FRC. ▪ The supports available to volunteers in Mevagh FRC, including key contacts, information about the volunteer's supervisor/line manager and communication channels within Mevagh FRC. ▪ Health and Safety, including any applicable risk assessments in respect of the volunteer's role. ▪ The type of commitment expected of volunteers. ▪ The space, equipment and facilities necessary for the volunteer to carry out their role. ▪ Grievance & Disciplinary Procedures – will follow those of MFRC staff. (Available on request)		
Child First Training - completed and certificate received. https://www.tusla.ie/children-first/children-first-e-learning-programme/		

Signed: _____

Date: ____/____/____

Mevagh FRC Employee