



## Recruitment of Volunteers

(including parents)

### Checklist

	Yes	No
<b>Mevagh FRC Volunteer Recruitment Policy</b> - reviewed		
<b>Job Description</b> - supplied		
<b>Application &amp; Declaration Form</b> - completed satisfactorily		
<b>References</b> – received and attached		
<b>Vetting</b> - obtained Garda Vetting and establishing if lived in other countries outside UK/Europe. See <a href="https://www.familyresource.ie/members/logged.php">https://www.familyresource.ie/members/logged.php</a> for updated Garda Vetting forms.		
<b>Documents</b> - supplied <ul style="list-style-type: none"> <li>▪ Child Safeguarding Policy &amp; Procedures <ul style="list-style-type: none"> <li>✓ Notified of Designated Liaison Person</li> <li>✓ Notified of Reporting Procedures</li> </ul> </li> <li>▪ Code of Conduct for Volunteers</li> <li>▪ Confidentiality Policy</li> <li>▪ <b>Grievance &amp; Disciplinary Procedures</b></li> </ul>		
<b>Induction</b> - completed <ul style="list-style-type: none"> <li>▪ The vision, mission and organisational structure of Mevagh FRC and how their role fits within the broader purpose of Mevagh FRC.</li> <li>▪ 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.</li> <li>▪ Health and Safety, including any applicable risk assessments in respect of the volunteer’s role.</li> <li>▪ The type of commitment expected of volunteers.</li> <li>▪ The space, equipment and facilities necessary for the volunteer to carry out their role.</li> </ul>		
<b>Child First Training</b> - completed and certificate received. <a href="https://www.tusla.ie/children-first/children-first-e-learning-programme/">https://www.tusla.ie/children-first/children-first-e-learning-programme/</a>		

Signed: \_\_\_\_\_  
Mevagh FRC Employee

Date: \_\_/\_\_/\_\_