



Recruitment of Facilitators

(working with children and vulnerable adults)

Checklist

Facilitator Name: _____

	Yes	No
Contract for Service – completed/signed		
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.		
Professional Reputation and Service Record – verify the facilitator’s reliability, experience and quality of service through other FRCs/organisations, website or social-media feedback, and personal knowledge or trusted professional networks where applicable.		
Insurance – indemnity letter showing Mevagh FRC noted/covered on their policy to include expiry date of policy.		
Documents – supplied (email) - Child Safeguarding Policy & Procedures ✓ Notified of Designated Liaison Person ✓ Notified of Reporting Procedures		
Induction - completed To include: ✓ Supervision arrangements (staff/volunteers/parents?) ✓ Safeguarding and incident reporting procedures ✓ Professional boundaries ✓ Building use ✓ Emergency procedures (fire evacuation, fire assembly point, first aid box, first aiders, evacuation sledge) ✓ Risk assessments, where applicable		
Child First Training - completed and certificate received. https://www.tusla.ie/children-first/children-first-e-learning-programme/		

Signed: _____

Date: ____/____/____

Mevagh FRC Employee