

## Vetting Disclosure Meeting Template

This template is designed to ensure that there is consistency in approach for handling sensitive disclosure material.

### Presumptions:

The applicant in question has been approached/ has volunteered to be a leader with under 18s within Irish Methodism;

The congregation/ organisation are confident in the abilities of this individual and would welcome this person within youth organisations;

The individual has been open and honest about the nature of the disclosure;

This meeting will have four possible outcomes:

The individual will be permitted to lead without restriction;

The individual will be permitted to lead with some restrictions;

The individual will not be permitted to lead;

The group cannot reach a decision and has sought further advice.

### MEETING DETAILS

Date of Meeting	
Society	
Circuit	
Minister	
Superintendent Minister (if different)	
District	
District Superintendent	
Designated Person	
Any other meeting attendees	

**INDIVIDUAL DETAILS**

Name of Individual	
Organisation(s)	
Role within organisation	
Date vetting check was commenced	
Has this issue been addressed before?	
If yes, what decision was reached?	

**DISCLOSURE DETAILS**

What is the nature of this disclosure?	
Does each panel member fully understand the wording of the disclosure?	
Has external advice been sought on this?	
From whom was this advice sought?	
What was the decision reached by the panel?	
Have accurate minutes of this meeting been taken and signed by all?	
What date was the individual given a copy of these minutes?	

**PARTICIPANT SIGNATURES**

<b>Person</b>	<b>Signature</b>	<b>Date Signed</b>
Superintendent Minister		
Designated Person		
District Superintendent		