

# Methodist Church in Ireland

## Rehabilitation of Offenders Protocols

Protocol for establishing suitability for leadership with a disclosure present.

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| <p><b>Republic of Ireland Protocols</b></p> <p>Once an applicant has completed a National Vetting Bureau check which has been returned with a disclosure present, the following protocols are observed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Circuit Protocol</b></p> <p>The Connexional Safeguarding Officer (CSO) receives the disclosure from the National Vetting Bureau. The CSO will forward copies of this disclosure on to the Minister, Designated Person and District Superintendent (DS). These individuals will convene a minuted-meeting to discuss the disclosure and the applicant's suitability to volunteer/ work.</p> <p>The DS represents MCI, bringing objectivity to proceedings. If any member of this group is unsuitable or unavailable, perhaps due to conflict of interests, the DS will nominate an appropriate replacement.</p> <p>The nature of the offence may mean that there are certain provisions or restrictions put in place pertaining to the safety of the vulnerable, the individual or the reputation of the church. For example, if the offence relates to driving, it may be circumspect for the individual not to be engaged in driving activities on behalf of the church.</p> <p>The applicant will receive a copy of the agreed minutes of this meeting. These minutes will be kept confidentially by each member. Subsequent to this decision, at the next Church Council/ Circuit Executive, an agenda item should address this discussion. No details should be discussed other than the fact that the meeting has taken place, because of a Safeguarding issue, which was dealt with appropriately in accordance with the Methodist Church in Ireland's guidelines.</p> |
| <p><b>Connexional Protocol</b></p> <p>Once a decision has been reached, the CSO should be informed of the outcome. The CSO will apprise the Chair of the Connexional Safeguarding Board and the Secretary of Conference as appropriate.</p> <p>If reaching a decision proves difficult, external advice should be sought from the Connexional Safeguarding Board and/or relevant authorities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Re-vetting protocol</b></p> <p>MCI has a re-vetting policy every three years.</p> <p>If the applicant has previously been refused permission to volunteer/ work, the steps noted above will be followed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

If the applicant has previously been given permission to volunteer/ work, subject to some restrictions, and if there are no additions to the vetting disclosure, it may be appropriate to conduct a risk assessment to explore whether the restrictions should be retained or relaxed.

If the applicant has previously been given permission to volunteer/ work with no restrictions, and if there are no additions to the vetting disclosure, the previously reached decision will be adhered to.

# Methodist Church in Ireland Rehabilitation of Offenders Protocols

Protocol for establishing suitability for leadership with a disclosure present.

## **Northern Ireland Protocols**

Once an applicant has completed an AccessNI vetting check which has been returned with a disclosure present, the following protocols are observed.

### **Circuit Protocol**

The established protocol for instances such as this is for the applicant, on the understanding that he or she still wishes to start volunteering, to share the Disclosure Certificate with the Connexional Safeguarding Officer (CSO). Please note that these pages are numbered sequentially, so it must be ensured that all pages are produced. (They will be numbered page 1 of 1, or 3 of 4 etc.)

The CSO will provide the Minister, Designated Person and District Superintendent (DS) with copies of this disclosure. They will hold a minuted-meeting to make a decision on the suitability of the applicant to volunteer. The DS represents MCI, bringing objectivity to proceedings. If any member of this group is unsuitable or unavailable, perhaps due to conflict of interests, then the DS will nominate an appropriate replacement.

The nature of the offence may mean that there are certain provisions or restrictions put in place pertaining to the safety of the vulnerable, the individual or the reputation of the church. For example, if the offence relates to driving, it may be circumspect for the individual not to be engaged in driving activities on behalf of the church.

The applicant will receive a copy of the agreed minutes of this meeting. These minutes will be kept confidentially by each member of the group. Subsequent to this decision, at the next Church Council/ Circuit Executive, an agenda item should address this discussion. No details should be discussed other than the fact that the meeting has taken place, because of a Safeguarding issue, which was dealt with appropriately in accordance with the Methodist Church in Ireland's guidelines.

### **Connexional Protocol**

Once a decision has been reached, the CSO will apprise the Chair of the Connexional Safeguarding Board and the Secretary of Conference as appropriate. If reaching a decision proves difficult, external advice should be sought from the Connexional Safeguarding Board and/or relevant authorities.

### **Re-vetting protocol**

MCI has a re-vetting policy every three years.

If the applicant has previously been refused permission to volunteer/ work, the steps noted above will be followed.

If the applicant has previously been given permission to volunteer/ work, subject to some restrictions, and if there are no additions to the vetting disclosure, it may be appropriate to conduct a risk assessment to explore whether the restrictions should be retained or relaxed.

If the applicant has previously been given permission to volunteer/ work with no restrictions, and if there are no additions to the vetting disclosure, the previously reached decision will be adhered to.

# Methodist Church in Ireland Rehabilitation of Offenders Protocols

Protocol for establishing suitability for leadership within a Connexional Appointment with a disclosure present.

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| <p><b>Republic of Ireland Protocols</b></p> <p>Once an applicant has completed a National Vetting Bureau check which has been returned with a disclosure present, the following protocols are observed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>Circuit Protocol</b></p> <p>The Connexional Safeguarding Officer (CSO) receives the disclosure from the National Vetting Bureau. The CSO will forward this disclosure to the Connexional Human Resources Manager. These individuals will convene a meeting to discuss the disclosure and the applicant's suitability to volunteer/ work. External advice will be sought should an agreed decision be difficult to reach.</p> <p>The nature of the offence may mean that there are certain provisions or restrictions put in place pertaining to the safety of the vulnerable, the individual or the reputation of the church. For example, if the offence relates to driving, it may be circumspect for the individual not to be engaged in driving activities on behalf of the church.</p> <p>The applicant will receive a copy of the agreed minutes of this meeting. These minutes will be kept confidentially by each member.</p> |
| <p><b>Connexional Protocol</b></p> <p>Once a decision has been reached, the CSO will apprise the Chair of the Connexional Safeguarding Board and the Secretary of Conference as appropriate.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>Re-vetting protocol</b></p> <p>MCI has a re-vetting policy every three years.</p> <p>If the applicant has previously been refused permission to volunteer/ work, the steps noted above will be followed.</p> <p>If the applicant has previously been given permission to volunteer/ work, subject to some restrictions, and if there are no additions to the vetting disclosure, it may be appropriate to conduct a risk assessment to explore whether the restrictions should be retained or relaxed.</p> <p>If the applicant has previously been given permission to volunteer/ work with no restrictions, and if there are no additions to the vetting disclosure, the previously reached decision will be adhered to.</p>                                                                                                                                                                                                         |

# Methodist Church in Ireland Rehabilitation of Offenders Protocols

Protocol for establishing suitability for leadership within a Connexional Appointment with a disclosure present.

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| <p><b>Northern Ireland Protocols</b></p> <p>Once an applicant has completed an AccessNI vetting check which has been returned with a disclosure present, the following protocols are observed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>Circuit Protocol</b></p> <p>The established protocol for instances such as this is for the applicant, on the understanding that he or she still wishes to start volunteering, to share the Disclosure Certificate with the Connexional Safeguarding Officer (CSO). Please note that these pages are numbered sequentially, so it must be ensured that all pages are produced. (They will be numbered page 1 of 1, or 3 of 4 etc.)</p> <p>The CSO will provide the Connexional Human Resources Manager with this disclosure. They will hold a minuted-meeting to make a decision on the suitability of the applicant to volunteer. External advice will be sought should an agreed decision be difficult to reach.</p> <p>The nature of the offence may mean that there are certain provisions or restrictions put in place pertaining to the safety of the vulnerable, the individual or the reputation of the church. For example, if the offence relates to driving, it may be circumspect for the individual not to be engaged in driving activities on behalf of the church.</p> <p>The applicant will receive a copy of the agreed minutes of this meeting. These minutes will be kept confidentially by each member of the group.</p> |
| <p><b>Connexional Protocol</b></p> <p>Once a decision has been reached, the CSO will apprise the Chair of the Connexional Safeguarding Board and the Secretary of Conference as appropriate.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Re-vetting protocol</b></p> <p>MCI has a re-vetting policy every three years.</p> <p>If the applicant has previously been refused permission to volunteer/ work, the steps noted above will be followed.</p> <p>If the applicant has previously been given permission to volunteer/ work, subject to some restrictions, and if there are no additions to the vetting disclosure, it may be appropriate to conduct a risk assessment to explore whether the restrictions should be retained or relaxed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

If the applicant has previously been given permission to volunteer/ work with no restrictions, and if there are no additions to the vetting disclosure, the previously reached decision will be adhered to.

# Methodist Church in Ireland

## Rehabilitation of Offenders Protocols

Protocol for establishing suitability for leadership with a disclosure present. These protocols are observed when applying for a voluntary role outside of circuit based \*\*\*\*

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| <p><b>Circuit Protocol</b></p> <p>The Connexional Safeguarding Officer (CSO) receives the disclosure from the National Vetting Bureau. The CSO will forward copies of this disclosure on to the organisation’s Team Leader, and nominated Designated Person, and convene a minuted-meeting to discuss the disclosure and the applicant’s suitability to volunteer/ work.</p> <p>If any member of this group is unsuitable or unavailable, perhaps due to conflict of interests, the CSO will nominate an appropriate replacement.</p> <p>The nature of the offence may mean that there are certain provisions or restrictions put in place pertaining to the safety of the vulnerable, the individual or the reputation of the church. For example, if the offence relates to driving, it may be circumspect for the individual not to be engaged in driving activities on behalf of the church.</p> <p>The applicant will receive a copy of the agreed minutes of this meeting. These minutes will be kept confidentially by each member. Subsequent to this decision, at the next oversight committee, an agenda item should address this discussion. No details should be discussed other than the fact that the meeting has taken place, because of a Safeguarding issue, which was dealt with appropriately in accordance with the Methodist Church in Ireland’s guidelines.</p> |
| <p><b>Connexional Protocol</b></p> <p>The CSO will apprise the Chair of the Connexional Safeguarding Board and the Secretary of Conference as appropriate.</p> <p>If reaching a decision proves difficult, external advice should be sought from the Connexional Safeguarding Board and/or relevant authorities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Re-vetting protocol</b></p> <p>MCI has a re-vetting policy every three years.</p> <p>If the applicant has previously been refused permission to volunteer/ work, the steps noted above will be followed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



If the applicant has previously been given permission to volunteer/ work, subject to some restrictions, and if there are no additions to the vetting disclosure, it may be appropriate to conduct a risk assessment to explore whether the restrictions should be retained or relaxed.

If the applicant has previously been given permission to volunteer/ work with no restrictions, and if there are no additions to the vetting disclosure, the previously reached decision will be adhered to.

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| <p><b>Northern Ireland Protocols</b></p> <p>Once an applicant has completed an AccessNI vetting check which has been returned with a disclosure present, the following protocols are observed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <p><b>Re-vetting protocol</b></p> <p>MCI has a re-vetting policy every three years.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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If the applicant has previously been given permission to volunteer/ work with no restrictions, and if there are no additions to the vetting disclosure, the previously reached decision will be adhered to.