



1.1E GUIDANCE ON VISITING MEMBERS OF THE CLERGY SEEKING TO MINISTER IN THE CHURCH OF IRELAND FOR MORE THAN A ONE-OFF EVENT

All steps must be taken to ensure a safe environment within the Church for children and adults. Within the Constitution of the Church of Ireland, bishops have a responsibility to take measures to ensure the safety and welfare of children and adults. To do this effectively, it is important that certain checks are carried out to ensure that all clergy are in good standing prior to permission to officiate² and the guidance on safe recruitment. For ease of reading this procedure is broken into the following categories:

- Church of Ireland Members of the Clergy Seeking to Minister in Another Church of Ireland Diocese for Longer Term Ministry.
- Members of the Clergy Coming from Outside the Church of Ireland Seeking to Minister for Longer Term Ministry in the Church of Ireland.

DATA PROTECTION CONSIDERATIONS

It is important that bishops using this process are aware of their obligations under data protection legislation to process only accurate personal data that is necessary to meet the legitimate safeguarding objectives and should ensure compliance with the data protection principles of data minimisation, lawful specific purpose, accurate data and keeping the data secure.

The members of visiting clergy should be made aware that their personal data may be processed for the purpose of background checks and vetting, as a requirement under GDPR Article 6(1) (c) (legal obligation) and under the lawful basis of legitimate interests. In Northern Ireland under the Data Protection Act 2018, Schedule 1 condition 1 and condition 18 would apply in the processing of the data associated with this procedure. The data provided in Form 1 and any disclosures should be securely stored and retained in line with data protection procedures.

CHURCH OF IRELAND MEMBERS OF THE CLERGY SEEKING TO MINISTER IN ANOTHER CHURCH OF IRELAND DIOCESE FOR LONGER-TERM MINISTRY (MORE THAN A ONE-OFF EVENT)

When clergy within a diocese in the Church of Ireland seek to minister in another diocese, prior to granting permission to officiate the receiving Bishop must ensure that the member of the clergy is in good standing by following this procedure:

- The member of the clergy should contact the Bishop or equivalent of the Diocese in which they are seeking to minister and request permission to officiate.
- The host Bishop sends **1.1E Template 1** to the Bishop or equivalent of the Diocese in which the member of the clergy currently serves and asks for it to be completed and returned.

² Available here <https://www.churchofireland.org/cmsfiles/pdf/Information/Resources/hob/2016-001-Permission-to-Officiate.pdf>



- The host Bishop ensures that a Garda Vetting or AccessNI check is carried out.
- On receipt of **1.1E Template 1** and the relevant Garda Vetting or AccessNI check, the host Bishop decides whether to grant the permission to officiate or not in accordance with Protocol 2016-001 and notifies the member of the clergy.

MEMBERS OF THE CLERGY COMING FROM OUTSIDE THE CHURCH OF IRELAND SEEKING TO MINISTER FOR LONGER TERM MINISTRY (MORE THAN ONE-OFF EVENT) IN THE CHURCH OF IRELAND

When clergy from outside Ireland visit with the intention of being involved in longer term ministry, evidence should be provided that confirms they that they are safe to minister.

Clergy who come from parts of the world where police vetting arrangements are not in existence may seek to minister in Ireland. Therefore, the statutory route is not always available as a means of confirming that there is no adverse information known about them that would prevent them from carrying out ministry within the Church of Ireland.

- The member of the clergy should contact the Bishop or equivalent of the Diocese in which they are seeking to minister and request permission to officiate.
- The host Bishop sends **1.1E Template 1** to the Bishop or equivalent of the Diocese in which the member of the clergy currently serves and asks for it to be completed and returned.
- A Garda Vetting or AccessNI check is carried out.
- As the member of the clergy is coming from outside of Ireland copies of police clearance checks from the countries in which they have served must be sent to the host bishop.
- On receipt of **1.1E Template 1**, the relevant Garda Vetting or AccessNI check and police clearance checks, the host Bishop decides whether to grant the permission to officiate or not in accordance with Protocol 2016-001 and notifies the member of the clergy.



1.1E TEMPLATE 1: CHURCH OF IRELAND CLERGY

CURRENT STATUS LETTER

This form is designed to be completed by the Bishop or equivalent. Before completing and signing this form, relevant personnel, HR and other files should be checked to ensure the information is current and relevant on the date completed in the Signature and Declaration Section. This form is designed to cover safeguarding issues and is not a character reference, and bishops completing this form should ensure that the sharing of this information complies with data protection legislation.

DETAILS OF THE APPLICANT

Name:	Date of Birth:
Year of Ordination (<i>Deacon</i>):	Year of Ordination (<i>Priest</i>):
Date of Most Recent Safeguarding Training Course Completed (must be within the last 3 years):	
Date of Last AccessNI, Garda Vetting or Equivalent Check (must be within the last 3 years):	

CONFIRMATION

I have consulted all relevant files held for this person and at the date signed below and I confirm that:

1. This person is currently authorised as

[INSERT NAME OF OFFICE OR MINISTRY]:

in

[INSERT NAME OF DIOCESE OR EQUIVALENT]:

in

[INSERT NAME OF CHURCH]:

by

Institution

[INSERT DATE]:

Licence

[INSERT DATE]:

Permission to Officiate

[INSERT DATE]:



2. No complaint has been received in respect of this person under the Disciplinary Canon or Regulation of:

[INSERT NAME OF CHURCH]:

which has been determined or is pending and has yet to be determined, and I do not have any information which suggests that such a complaint may be made in the near future.

3. No request has been made for an enquiry involving this person under any Canon or Regulation of:

[INSERT NAME OF CHURCH]:

that relates to serious breakdown in pastoral relationship between this person and parishioners, which is pending and has yet to be determined. I do not have any information which suggests that such an enquiry may be made in the near future, and I have not given instructions for the institution of an enquiry under any Canon or Regulation of:

[INSERT NAME OF CHURCH]:

4. This person has no restrictions or other inhibitions on their ministry, and I am not aware of any reference to this person on any caution / disciplinary list or record of:

[INSERT NAME OF CHURCH]:

5. I am not aware of any convictions, cautions, informed warnings or diversionary youth conferences that are not subject to filtering.

6. No disclosures have been made or information provided, that this person is, or has ever been, subject to any investigation by Children or Adult Services, or the police, due to concerns about the treatment of children or vulnerable adults/adults at risk or in need of protection.

7. I am not aware of any allegation(s) (whether substantiated or not) or concern(s) about this person which relate to safeguarding or relate to his/her compliance with the requirements of safeguarding policy.

8. I am not aware of any information that bars or prevents this person from being a charity trustee on financial or other grounds.

If you cannot confirm any of the above statements, please enter further information below:



DECLARATION AND SIGNATURE

This form is not a competence or character reference and cannot be treated as an indication as to whether this person is suitable for ministry in general or for any particular appointment. This form is focused on safeguarding and makes no comment about the person's health, personal relationships, or other issues concerning manner of life.

Signed:

Date:

Print Name:

