

## **Appendix 2**

### **St. Mary Magdalene Parish Monaleen**

#### **Recruiting, Training and Managing Personnel**

1. Develop clear job descriptions, skills descriptions and person specifications for all posts.
2. Application forms shall be used for filling all posts.
3. Vacancies shall be openly advertised.
4. All applicants, whether for staff or volunteer positions, shall be required to complete an application form and provide names and address of two referees who can attest to their suitability for working with children and young people.
5. An interview panel of at least two people with appropriate and complete authority shall interview suitable applicants.
6. Written references shall be obtained in respect of all candidates being considered for appointment. All written references shall be followed up by verbal contact with referees.
7. All personnel should undertake Keeping Safe: Child Protection Training.
8. Up to date files shall be kept in respect of all personnel, these shall include application forms, references and other relevant information. These files shall be kept securely, under the control of the Parish Priest.
9. All personnel shall be properly supervised and supported in order that issues of concern are promptly dealt with as they arise.

10. All personnel procedures for staff and volunteers shall be reviewed on a regular basis.

*[last updated 27 Mar 2006]*