**RELEVANT WORK VERIFICATION FORM**

Please refer to appendix 1 of the Vetting/Foreign Police Certification Policy for Stafffor a list of posts which may engage in relevant work and require vetting.

**Examples when vetting may & may not be required [NB:** This list is not exhaustive]

* Staff members engaged in or just about to engage in activities which will require regular access to children or vulnerable adults WILL require vetting.
* If access to children or vulnerable adults is once off but intensive in nature e.g. if coordinating or have significant involvement in a Transition Year programme requiring access to children, you WILL require vetting.
  + You may have incidental contact with these children throughout the programme & would NOT require vetting.
  + You have regular incidental contact with Transition Year students, year on year, then vetting WOULD BE MERITED.
* If a staff member is regularly involved in school visits/outreach activities or regular access to vulnerable adults, vetting WILL be required.
* Vetting should NOT be completed for potential engagement in relevant work and for incidental contact or access to vulnerable adults or children.
* There is **no** requirement for vetting for access to registered UCC students under the age of 18.

Please confirm that your engagement with relevant work complies with the detail set out in this document and provide a **brief, clear and specific** description of such relevant work below:

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Relevant Work or Activities**

* Any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable adults.
* Act shall not apply where a person gives assistance on an occasional basis at a school, sports or community event or activity, other than where such assistance includes the coaching, mentoring, counselling, teaching or training of children or vulnerable persons.
* Each relevant organisation will have to assess the positions involved in accordance with the Act.

**\*\*Child/Vulnerable Adult:**

* *A “child”* means a person under the age of 18 years.
* A “*vulnerable*” person” means a person, other than a child, who (*a*) is suffering from a disorder of the mind, whether as a result of mental illness or dementia, (*b*) has an intellectual disability, (*c*) is suffering from a physical impairment, whether as a result of injury, illness or age, or (*d*) has a physical disability, which is of such a nature or degree as to restrict the capacity of the person to guard himself or herself against harm by another person, or that results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing.