

NATIONAL SPIRITUAL ASSEMBLY OF THE BAHÁ'ÍS OF IRELAND
FORM TO REGISTER TO WORK WITH CHILDREN AND YOUNG PEOPLE UNDER 18

SECTION 1: PERSONAL INFORMATION

This form is to be completed by those who wish to register to work with those who are under 18 years of age.

Name:																												
Date of Birth:	D	D	/	M	M	/	Y	Y	Y	Y																		
Email Address:																												

SECTION 2: DECLARATION QUESTIONS

Is there any reason why you would be considered unsuitable to work with children and young people?

If you answer "yes", please outline the reason overleaf.

Yes No

Have you ever been convicted of a criminal offence?

If you answer "yes", please state the nature and the date(s) of the offence(s) overleaf.

Yes No

SECTION 3: TRAINING COMPLETED

Book 3 Teacher of Children's' Classes	<input type="checkbox"/> Yes <input type="checkbox"/> No	Book 5 Releasing the Power of Junior Youth	<input type="checkbox"/> Yes <input type="checkbox"/> No
Book 7 Walking Together on the Path of Service	<input type="checkbox"/> Yes <input type="checkbox"/> No	None completed (Please tick if it applies to you)	<input type="checkbox"/>
TUSLA Online Training Completed Date:	____/____/____	Child Safeguarding Training Completed Date:	____/____/____

Who was your most recent tutor if you have completed training in books 3, 5 or 7?

Name of tutor: _____ **DATE:** _____

SECTION 4: REFERENCE(S)

Name of Referee 1	Name of Referee 2
Position	Position
Contact Number	Contact Number
Email Address	Email Address

I confirm that the above information is correct, and I have attached copy of my Tusla Certificate and have a valid Child Protection Policy Training.

Applicants Signature:

Date:

D	D	/	M	M	/	Y	Y	Y	Y
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Guidance Notes for completing the Registration Process to Work with Under 18s

To be fully registered to work with children and youth under 18 years of age and vulnerable adults on behalf of the National Spiritual Assembly of the Bahá'ís of Ireland you must be able to:

COMPLETE ALL SECTIONS OF THE ATTACHED FORM BEFORE SUBMITTING

1. Have your Garda Vetting disclosure certificate.
2. Have completed the Tusla Children First online training course. This is available at: <https://www.tusla.ie/children-first/children-first-e-learning-programme/> The date you complete this training is to be put on the Registration Form (copy of Certificate to be sent with Registration Form)
3. Have completed the Child Safeguarding Policy training. The date you complete this training is to be put on the Registration Form.

Contact your local spiritual assembly secretary if you require this training, or where there is no assembly, contact the Child Safeguarding Officer. Please note that this training can be completed by a Book 3, 5 or 7 tutors in your community or cluster area. It is also available at Summer School. Copies of the policy are available at: <https://bahai.ie/childsafeguarding>

4. Complete a **Registration Form** (Attached). **Complete ALL SECTIONS.**
5. **The completed registration form must be POSTED to:**
Finbar Loftus, 55 Thorndale, Letterkenny, Co. Donegal, Ireland. F92K49K
 - *Include a copy of the TUSLA certificate (see step 2) with the form, or an electronic copy can be emailed to registrationofficer@bahai.ie if provided the date of completion is on the certificate.*
6. The Registration Officer **will** contact the referee(s) named on the Registration Form for a reference as provided.
Acceptable referees are:

<input type="checkbox"/> Training Institute Board member	<input type="checkbox"/> Child Safeguarding Officer
<input type="checkbox"/> Auxiliary Board member	<input type="checkbox"/> Book 3, 5 or 7 Tutor
<input type="checkbox"/> Cluster Coordinator	<input type="checkbox"/> National Spiritual Assembly members
7. The registration officer will process your application and send you an email with a certificate confirming your registration. ***You may not work with under 18s or vulnerable adults until you have received confirmation of your registration.***
8. Local Spiritual Assemblies, the Training Institute Board and/or groups and committees will ask you to provide this certificate of registration to assure themselves that you are registered to work with under 18s.

If you need any further assistance or clarification please contact the registration officer, Finbar Loftus: Mobile +353871641588 or registrationofficer@bahai.ie