


Policy: NI-1025-02	CHILD PROTECTION AND SAFEGUARDING	
	Garda Vetting Policy	
Page: 1 of 6		

1.0 INTRODUCTION

Netball Ireland (NI) use this policy in respect of Garda Vetting and its provision of vetting services to members, staff, and volunteers working with young people or vulnerable adults within NI.

2.0 PURPOSE

To standardise the Garda Vetting criteria and process for all NI applicants and to ensure all people undertaking relevant work in NI are properly Garda vetted prior to commencing that work with young people (i.e. any person under 18 years of age) or vulnerable adults (see 1.1.0 for definition).

3.0 SCOPE


This policy applies to all persons who have direct contact with young people and vulnerable adults during NI activities – namely, national squad coaches, team management, and volunteers, as well as NI club volunteers – and is overseen by the Child Protection Officer (CPO) and NI’s Garda Vetting Committee.


Statutory obligations in relation to Garda Vetting requirements for persons working with children and vulnerable adults are set out in the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016.

The Acts provides a legislative basis for the mandatory vetting of persons who will be doing relevant work or activities relating to children or vulnerable persons; coaching and volunteering with young people are considered relevant work (Schedule 1, Part 1, Section 5).

NI shall not permit any person to undertake any relevant work on behalf of NI unless a vetting disclosure from the National Vetting Bureau (NVB) has been received in respect of that person. Garda Vetting must be carried out before a coach can begin coaching young people and vulnerable adults. Occasional volunteering does not require vetting.

For further reference – the National Vetting Bureau has set up a *Frequently Asked Questions* section on their website, www.vetting.garda.ie.

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Policy: NI-1025-02	CHILD PROTECTION AND SAFEGUARDING	 Netball Ireland
Page: 2 of 6	Garda Vetting Policy	

Garda Vetting (eVetting) is available through NI. The aim is to assist in the recruitment of suitable candidates to positions within NI. The system has been structured to:

1. Protect children and vulnerable persons.
2. Identify if candidates for a position or role have convictions or have been prosecuted for crimes which may mean that they are unsuitable for the position.
3. Protect the rights of the candidates.
4. Protect NI.

4.0 ROLES & RESPONSIBILITIES

4.1 Child Protection Officer (CPO)

- Must remain up to date with all current, relevant legislation.
- Considers and makes recommendations with respect to Garda Vetting applications and returned Disclosures.
- Ensures any applications with declared/undeclared prosecutions or convictions are identified.
- Refer issues of concern to NI Garda Vetting Committee and request support with any safeguarding case.
- Ensures GDPR legislation is followed regarding all documentation obtained throughout the vetting process.
- Ensures as far as reasonably possible the information provided to the Garda Vetting Committee, will not include the identity of the applicant.
- Ensures the confidentiality and security of all data received.

4.2 Garda Vetting Committee


In accordance with its Constitution, NI will form a sub-committee of the Executive Committee as a Garda Vetting Committee. The responsibilities of this committee include:

- Ensuring NI compliance with the Garda Vetting policy.
- Assisting the CPO to make decisions on the suitability of candidates based on the contents of Garda vetting disclosures.

5.0 DEFINITIONS

5.1 Garda Vetting: the process by which the NVB gives a statement (disclosure) on whether a person has any convictions – pending or completed – recording against their name (subject to an administrative filter which allows for certain convictions to become spent).

5.2 Relevant Work: any work or activity which is carried out by a person whereby a necessary and regular part of the role consists of the person having access to or contact with children or vulnerable people.

Policy: NI-1025-02	CHILD PROTECTION AND SAFEGUARDING	
	Garda Vetting Policy	
Page: 3 of 6		

- 5.3 Occasional volunteering:** giving of assistance by an individual on an occasional basis and of no commercial consideration at a school, sports or community event other than where such assistance includes coaching, mentoring, counselling, teaching or training.
- 5.4 Disclosure:** a vetting disclosure will include details of all convictions and pending prosecutions and a statement of specified information (if any) or a statement that there is no criminal record or specified information relating to the person being vetted.

6.0 PROCEDURE

The required forms issued by the NVB are:

1. Vetting Invitation Form (NVB1);
2. Parent/Guardian Consent Form (NVB 3) – for applicants aged 16 and 17;
3. Garda Vetting Application Form (NVB2).

The Vetting Invitation Form (NVB1) is sent to the applicant by NI CPO and must be completed and submitted to the CPO. This form must be completed by the person who is applying for Garda Vetting Clearance. Parent/Guardian Consent Form (NVB3) for applicants aged 16 and 17 must be completed by the applicant's parent/guardian. Each Vetting Invitation Form (NVB1) must be accompanied by the relevant Proof of Identity (as per 5.1).

6.1 Proof of Identity

A full list of acceptable forms of identity is available on the NNBV's website: <https://vetting.garda.ie/Help/FAQ>.


In order to establish an applicant's identity for vetting purposes, an individual must provide documentary proof of each of the following:

- Valid Photographic ID to include name and date of birth.
- Evidence of current address. *Statements from store cards/catalogue companies or Mobile phone bills are not acceptable.*

Please note the following:

- Evidence of address provided must be dated within 6 months of the date of application;
- The name on the photo ID must match the name on your proof of address;
- There is no requirement on any individual to produce any specific document to prove their identity;
- At least one form of photographic evidence must be gathered.


The NNBV is aware that establishing identity can be difficult for some people. In order to assist individuals and relevant organisations as they endeavour to establish the identity of vetting applicants, the 100-point check is an optional personal identification system which may be utilised by individuals and relevant organisations to verify identity for Vetting purposes.

Policy: NI-1025-02	CHILD PROTECTION AND SAFEGUARDING	
	Garda Vetting Policy	
Page: 4 of 6		

When conducting Garda Vetting, organisations could require vetting subjects to present identification totalling 100 points to ensure they are checking the correct person.

6.2 The eVetting Steps

- The applicant completes the Vetting Invitation Form (NVB1) and supplies copies of proof of identification. All documentation is sent via email to NI's CPO by the Applicant, which are then verified.
- If the individual being vetted is over the age of 16 and under the age of 18, they are required to have a completed Parent/Guardian Consent Form (NVB3) which must be submitted along with their NVB1 form.
- The CPO checks the forms and then uploads them to the relevant registered organisation (i.e. South Dublin Volunteer Centre). A copy of the forms is kept in the shared drive in line with NI's GDPR Policy (NI-1007). In the event of an incomplete form, the form and all documentation will be returned to the applicant with a covering letter requesting resubmission of complete documentation.
- NI will submit an applicant's NVB1 form and all accompanying documentation (including, where applicable, an NBV3 form) to the South County Dublin Volunteer Centre (SCDVC) – a Garda recognised Registered Organisation (RO).
- The applicant will receive an email from SCDVC, on behalf of the NBV, inviting them to verify their details, as entered by NI, and to complete the eVetting application online (NVB2).
- The applicant has 30 days to complete the online eVetting process. If the 30 days lapse and the process has not been completed, the process is automatically cancelled. If an application is still required, the vetting process must recommence from the start.
- The NVB processes the application and advises the RO (i.e. SCDVC) that the disclosure is available.
- RO advises NI that the disclosure is available to download. The file is accessible from SCDVC for 30 days, after which time it is deleted.
- If NI has not extracted the file within this time period the process has to recommence from the start.
- NI determines the suitability or otherwise of the applicant based on the information provided by the vetting disclosure.
- NI emails to the applicant notifying them of the result. The email will detail the validity period of the vetting clearance.
- To protect the rights and privacy of the applicant, details obtained from the NVB are only passed directly to relevant NI committee members when required.
- NI will not accept historical vetting information from volunteer candidates. Each new person (as outlined in 3.0) must be vetted via the NI vetting process, even if the individual is already vetted elsewhere.

Policy: NI-1025-02	CHILD PROTECTION AND SAFEGUARDING	
	Garda Vetting Policy	
Page: 5 of 6		

- NI will require all of its existing staff/volunteers to be re-vetted at regular intervals of 3 years¹.

7.0 ADDITIONAL REQUIREMENT/S

In order to comply with best practice and with NI's child safeguarding and protection policies, there is a requirement that all persons applying for Garda Vetting must also complete a NI Child Safeguarding Declaration (NI-3002) and return to CPO with their vetting application forms.

8.0 DATA PROTECTION

Personal data and information collected throughout NI's Garda Vetting process is in line with relevant child safeguarding legislation and is collated, stored, and protected in line with GDPR requirements – see NI's GDPR Policy for further reference.

9.0 APPEALS PROCESS

If an applicant believes that the information provided by the NVB is incorrect then they should inform NI's CPO who will refer the matter back to the NVB.

If an applicant wishes to appeal the suitability decision of the Garda Vetting Committee, they may do so within 7 days via the NI complaints process – see NI's Complaint, Dispute and Disciplinary Policy (NI-1015) for further reference.


10.0 DOCUMENT HISTORY

Version 01: NI Child Protection Policy 2015 (Extract)
Version 02: Garda Vetting Policy

11.0 ABBREVIATIONS

NI Netball Ireland
ROI Republic of Ireland
NVB National Vetting Bureau
CPO Child Protection Officer
ID Identification
GDPR General Data Protection Regulation
RO Registered Organisation
SCDVC South County Dublin Volunteer Centre

¹ Re-vetting period to be reviewed by Netball Ireland when the legislative re-vetting period is confirmed.

Policy: NI-1025-02	CHILD PROTECTION AND SAFEGUARDING	
	Garda Vetting Policy	
Page: 6 of 6		

Young people/person: any person under 18 years of age.

Vulnerable people/person: 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 (i) restrict the capacity of the person to guard himself or herself against harm by another person, or (ii) result in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing.

Garda Vetting: process by which the NVB gives a statement on whether a person has any convictions, pending or completed, recorded against their name (subject to an administrative filter which allows for certain convictions to become spent).

An Gardai Síochána: the national police service of the ROI, headed by the Garda Commissioner who is appointed by the Irish Government.

National Vetting Bureau: the NVB of an Garda Síochána deals with requests to provide information on certain prospective employees or other workers. The NVB carries out vetting for relevant organisations that are registered with it.

12.0 REFERENCE

NI-1001 Constitution

NI-1007 GDPR Policy

NI-1015 Complaint, Dispute and Disciplinary Policy

NI-3002 Child Safeguarding Declaration

National Vetting Bureau:

- NVB (Children and Vulnerable Persons) Acts 2012 to 2016
- FAQ (www.vetting.garda.ie)
- Garda Vetting Inviter Form (NVB1)
- Garda Vetting Application Form (NVB2)
- Parent/Guardian Consent Form (NVB 3)