



## **Garda Vetting Policy**

The Garda Vetting Policy operates in conjunction with the Child Protection Policy which serves to ensure the safety of all children in the school.

The staff and Board of St Paul's School endeavour to keep potential unsupervised access to children to a minimum. This is as much for the safety of the children as for the adults who may find themselves on their own with a child or children. The Board and staff fully recognise the limitations of Garda Vetting and realise that it does not provide clearance for any individual. As it is now compulsory for all persons who are in contact with children in a school to be garda vetted – DES Circular 63/2010 - it is the policy of St Paul's School to Garda Vet any individual who may find themselves in a position on their own with a child or children. This includes members of the Board of Management, unqualified teaching staff and non-teaching staff.

**Ref. also Circular 0094/2006**

### **Aims of the Policy**

- To ensure that the school is a safe and secure environment for the children in our school
- That Garda Vetting is part of the wider process ensuring the protection and safety of all members of the school community.

### **What is Garda Vetting?**

The process of Garda Vetting is carried out by the Garda Central Vetting Unit (GCVU). The function of the GCVU is to provide details of '*all prosecutions, successful or not, pending or completed, and/ or convictions*' in respect of an applicant to a registered organisation.

### **Procedure**

The applicant completes the NVB 1 Vetting Invitation Crosscare and 100 Point Identifier Check, which is then sent to an Authorised Signatory in Crosscare, the school's patron body. The Garda Vetting form is then forwarded to the GCVU. The GCVU will then contact the applicant and the applicant will be required to complete the GCVU vetting application form and process on line.

All rules of Data Protection will be observed in respect of any data received following a Garda Vetting;

- Information will be obtained and processed fairly
- Information will be kept for a specified, explicit and lawful purpose
- Use of and disclosure of information obtained occurs only in ways compatible with these purposes
- Information will be kept safe and secure
- It will be retained only while necessary for the purpose obtained
- Information received from the Vetting Unit will be shared with the individual at their request.

All offers of employment to non-teaching staff and volunteers are 'subject to satisfactory vetting by the Garda vetting Unit'. Qualified Teaching staff are vetted separately by the Teaching Council.

Failure to complete the Garda Vetting form will automatically disqualify the candidate. The provision of inaccurate information on the Garda Vetting form, such as inaccurate date of birth or address, may also disqualify.

Decisions on whether to accept an applicant will involve consideration of a number of criteria as well as the Garda Vetting findings. In the case of convictions, cognisance will be taken of the nature and dates of the conviction, restorative justice and rehabilitation of offenders.



Candidates will be able to challenge the information provided by the GCVU especially to avoid errors or cases of mistaken identity. In such cases re-vetting will take place.

In all decisions, it is recognised that the school will take as its first priority its responsibility to the protection of children attending school activities.

### **Completing a Garda Vetting Form**

Please use BLOCK CAPITALS when completing the form. It is imperative that you complete the Garda Vetting Form fully and correctly. Do not leave any part of the form blank. If there is not an applicable answer please write N/A or cross out.

**Surname:** Insert your current surname.

**Previous surname:** Insert your previous name here (*i.e. maiden name if applicable*).

**Forename:** Insert your forename / first name.

**Alias:** If you are known by any name other than that/those on your birth certificate please insert here.

**PPS No (formerly R.S.I Number):** Please enter your P.P.S No. here (*if you do not have a P.P.S. No, please contact the office of your local Revenue Commissioners to obtain same*).

**Date of birth:** Insert your date of birth (dd/mm/yy).

**Place of birth:** Insert the name of the city or town that you were born in (*e.g. Dublin City*).

**Have you ever changed your name?** If yes, tick 'yes' box, if no tick 'no' box.

**If yes please state former name:** Insert any previous surnames if applicable (e.g. in the event that you were married on more than one occasion or that you have changed your name by deed poll etc).

**Please state all addresses from year of birth to present date:** It is very important that your current address and all previous addresses, including all addresses abroad, are provided. You must also insert the years that you resided at these addresses, year from and year to. These will be checked and if there is any time unaccounted for, the form will be returned to you.

**Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?** If no, tick 'no', box. If yes, tick 'yes' box and then please provide details of conviction(s), i.e. Date, Court, Offence, Court Outcome.

**Declaration:** Please make certain you fill in the position you are applying for in the section marked: "I, the undersigned have applied to work as a ...". You must read this declaration carefully, sign and date it, and also print your name in block capitals underneath the signature. (BLOCK CAPITALS).

**If the form is not completed correctly it will be returned to you for further completion/ verification. Please note that this could significantly slow your appointment/ Garda Vetting process.**



## **Guidelines for completing Vetting Invitation Form (NVB 1)**

Please read the following guidelines before completing this form.

### **Miscellaneous**

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The Form should be completed in ball point pen.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required.

### **Personal Details**

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

### **Role Being Vetted For**

The role being applied for must be clearly stated. Generic terms such as “Volunteer” will not suffice.

### **Declaration of Application**

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.



<b>Your Ref:</b>

Form NVB 1

## Vetting Invitation

### Section 1 – Personal Information

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):															
Middle Name:															
Surname:															
Date Of Birth:	<table border="1" style="width: 100%; text-align: center; font-size: small;"> <tr> <td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td><td colspan="4"></td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y				
D	D	/	M	M	/	Y	Y	Y	Y						
Email Address:															
Contact Number:															
Role Being Vetted For:															

Current Address:

Line 1:	
Line 2:	
Line 3:	
Line 4:	
Line 5:	
Eircode/Postcode:	

### Section 2 – Additional Information

Name Of Organisation:	Crosscare
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I have provided documentation to validate my identity as required *and*  
I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. Please tick box

Applicant's Signature:	
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Date:	D	D	/	M	M	/	Y	Y	Y	Y
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**Note:** Please return this form to the above named organisation. An invitation to the e-vetting website will then be sent to your Email address.

### **Section 3 – Organisation Information**

The applicant has provided documentation to validate their identity in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016.

I, the approved Crosscare Staff Member have signed and dated proof of identification as per the 100 point Identifier Checklist.

Approved Crosscare Staff Member \_\_\_\_\_

Date \_\_\_\_\_



### 100 Point Identifier Check

The National Vetting (Children and Vulnerable Persons) Act 2012 makes it a legal requirement to vet those involved in work or activity, where they will have regular access to or contact with children or vulnerable adults.

This information sheet has been developed to verify the identity of those applying to be Garda Vetted as required by the Bill. When conducting Garda Vetting, volunteers or workers are required to present identification totaling 100 points to ensure they are checking the correct person. At least one form of photographic evidence must be gathered.

Identification	Score	Tick
<b>Irish driving license or learner permit (new credit card format)</b>	<b>80</b>	
<b>Irish Public Services Card</b>	<b>80</b>	
<b>Passport (from country of citizenship)</b>	<b>70</b>	
<b>Irish certificate of naturalisation</b>	<b>50</b>	
<b>Birth certificate</b>	<b>50</b>	
<b>Garda national immigration bureau (GNIB) card</b>	<b>50</b>	
<b>National Identity Card for EU/EEA/Swiss citizens</b>	<b>50</b>	
<b>Irish driving licence or learner permit (old paper format)</b>	<b>40</b>	
<b>Employment ID</b>		
• ID card issued by employer (with name and address)	<b>35</b>	
• ID card issued by employer (name only)	<b>25</b>	
<b>Letter from employer (within last two years)</b>		
• Confirming name and address	<b>35</b>	
<b>P60, P45 or Payslip (with home address)</b>		
<b>Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)</b>	<b>35</b>	
<b>Public services card/social services card/medical card</b>	<b>25</b>	
• With photograph	<b>40</b>	
<b>Bank/Building Society/Credit Union statement</b>	<b>35</b>	
<b>Credit/debit cards/passbooks (only one per institution)</b>	<b>25</b>	
<b>National age card (issued by An Garda Síochána)</b>	<b>25</b>	
<b>Membership card</b>		
• Club, union or trade, professional bodies	<b>25</b>	
• Educational institution	<b>25</b>	
<b>Correspondence</b>		
• From an educational institution/SUSI/CAO	<b>20</b>	
• From an insurance company regarding an active policy	<b>20</b>	
• From a bank/credit union or government body or state agency	<b>20</b>	
<b>Children under 16 years (any one of the following)</b>		
• Birth certificate	<b>100</b>	
• Passport	<b>100</b>	
• Written statement by a principal officer confirming attendance at educational institution on a letter head of that institution	<b>100</b>	
<b>Recent arrival in Ireland (less than 6 weeks)</b>		
• <b>Passport</b>	<b>100</b>	
<b>TOTAL</b>		

\*This document has not been approved by any external agency, body or authority and is only intended as a guide to verifying an individual's identity in Ireland.

\*\* If a volunteer/worker is unable to produce any of these documents, they can swear to their identity at a commissioner of oaths and this is acceptable by the National Vetting Bureau as establishment of ID as it is legally binding.