



***Maynooth Mission
to China INC.***

Dalgan Park, Navan, Co Meath C15AY2Y • Tel: 046 9021525

Interim Vetting Policy and Procedures for Region of Ireland, SSC. 2025

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Introduction

The Region of Ireland, Missionary Society of St. Columban, (SSC), are committed to the highest standards of practice in its recruitment procedures and takes all necessary steps to ensure that all individuals with whom we come into contact are safe and protected from harm.

Vetting is one of the many steps that are taken during the recruitment and selection process to help ensure that only those who are suitable to work with children and vulnerable adults (adults at risk of abuse, adults in need of protection) are given the opportunity to do so.

This document sets out the policy and procedures in place within the Region, in relation to vetting in the Republic of Ireland.

Aim

To ensure that all personnel recruited by the Region are suitable for the post to which they are appointed

Garda Vetting

Since the introduction of **the Garda National Vetting Bureau, (GNVB) (Children and Vulnerable Persons), Act, 2012 – 2016**, there is now a statutory requirement that people who carry out **relevant work, (that is work that involves regular and necessary access to or contact with children and/or vulnerable adults)**, must be vetted prior to commencing employment or carrying out relevant activities.

It is important to point out that having a criminal record will not automatically exclude an individual from employment or volunteering with the Region.

The General Data Protection Regulation, effective from May 2018, provides for higher standards of data protection for individuals and imposes increased obligations on organisations that process personal data.

What is Vetting?

Vetting is a criminal background check undertaken on personnel who will be carrying out **relevant work or activities**. It is carried out with the permission of the individual to establish what if any criminal record, pending or completed, relating to them, is held by the Garda Síochána, which may deem them unsuitable to work with children or vulnerable adults.

Specified information (also known as soft information) is information other than criminal convictions, where such information leads to a bona-fide belief that a person poses a threat to children or vulnerable persons.

If **specified information** is going to be disclosed, the GNVB must, in advance, notify the person of their intention to disclose this.

What is included in a Vetting Disclosure?

When a person is vetted by the GNVB their criminal record (if any) is disclosed to the appointed authorised liaison person, the 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.

Information of a conviction that falls under the Spent Convictions Act (2016) will not be included in a disclosure.

The following convictions will always be disclosed:

- Offences against the person (except minor public order offences).
- Sexual offences
- Convictions on indictment that go to circuit court or higher court.

Garda vetting procedures only apply to those who have addresses in the Republic of Ireland.

The Region reserves the right to seek assurances for those who have lived abroad.

Who should be Vetted?

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 – 2016 defines people who should be vetted as:

“Any person who is carrying out work or activity, a necessary and regular part of which consists mainly of the person having access to or contact with children and/or vulnerable adults”.

(See Appendix 1)

Any person whose work or activity involves access to children or vulnerable adults, whether in a full-time, part-time or voluntary capacity with the Region, must be vetted. The GNVB deals with requests for vetting to be carried out. New employees engaging in relevant work will not take up duty until the Garda Vetting Clearance process has been completed and the Region is satisfied that such an appointment does not pose a risk to clients, service users and employees.

Re-vetting

The Region, require people to be re vetted for their role every 3 years. If the person changes roles within the Region, they may need to be revetted for that specific role.

The Region relies on individuals to inform them if there is any relevant change to their criminal record and this is pointed out during the recruitment process.

The Vetting Procedure

The GNVB carries out vetting for **Relevant organisations** that are registered with it. A **Relevant organisation** is one that employs or permits a person to carry out work or activities which mainly consist of them having access to or contact with children or vulnerable adults.

The Region is a **Relevant organisation**. The Region is affiliated to St. Patrick's Missionary Society for the purpose of vetting.

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012, states;

A "relevant organisation" means a person (including a body corporate or an unincorporated body of persons)—

(a) who—

(i) employs (whether under contract of employment or otherwise) any person to undertake relevant work or activities,

(ii) enters into a contract for services with any person for the provision by that person of services that constitute relevant work or activities,

(iii) permits any person (whether or not for commercial or any other consideration) to undertake relevant work or activities on the person's behalf,

(iv) is a provider of courses of education or training, including internship schemes, for persons and, as part of such education or training or scheme, places or makes arrangements for the placement of any person in work experience or activities where a necessary part of the placement involves participation in relevant work or activities,

Vetting is not conducted for individuals on a personal basis.

The Vetting Application

Following interview, the successful prospective candidate is given the Vetting Invitation Form (NBV1) (Appendix 2) to complete. The NBV1 form seeks the consent of the individual for the Garda vetting check to be carried out.

The Identification Check

The identity verification of the vetting subject is carried out by a representative of the Region, usually the authorised liaison person or HR Manager.

The photographic identification must be verified in the presence of the vetting subject.

The validation of identification statement with copies of supporting identification documents are returned to the authorised liaison person.

The validation required by GNVB refers to the process by which an individual certifies that a copy of a document is a true and accurate reproduction of the original. The person validating must have seen the original document and must state that the copy was made by them from the original which was presented at the time of validation.

To ensure a thorough validation process, organisations must validate identity documents in person, and maintain an auditable process addressing the following:

- The validator must physically see the documents to confirm the vetting subject matches the documents.
- The following details must be recorded in the designated section of the NVB1 form:
 - Document type and reference number (e.g. Passport number)
 - The date of validation must be recorded.
 - The validator's name, position, and organisation must be clearly recorded and their name printed and signed
 - If validation is initially online, it must be finalised with in-person verification prior to an application been entered onto the GNVB portal.

Proof of Identity Documentation

To ascertain the legitimacy of an applicant's identity document, the following criteria must be examined:

Criteria for Assessment

- The document being relied upon must be current and not expired.
- The identity document must be a valid form of identification (as per the Identity Document Schedule).
- The photograph on the original document must match the vetting subject and must be of high quality and clear.
- The name on the document must match the name provided on the NVB1 Form.
- The date of birth on the document must match the date provided on the NVB1 Form

Proof of Address Documentation

Organisations must validate that the vetting subject's proof of address is accurate and up to date.

Criteria for Assessment

- The document must be dated within six months of the date the applicant signed the consent.
- The address on the document must be the applicants current address and match the address provided on the NVB1 form
- The vetting applicants full name must be included on the proof of address document and the document must be on headed paper

Accepted Documentation Table

(Applicants over 18)

CATEGORY	DOCUMENT TYPE
	Photo Identification
	Passport from country of citizenship
	Irish/EU/UK Driving Licence or Learner Permit
	Irish Certificate of Naturalisation
	National Identity Card (EU/EEA/Swiss Citizens)
	Proof of Address
Credit Institutions	Bank Statement from a recognised bank (not private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
Utility Providers	Utility Bill (the only utility bills accepted are: gas, electricity, television, broadband, waste and TV license)
Government Bodies	Correspondence from Government Departments
Local Authorities	Letter from Local Council confirming tenancy

(Applicants Under 18)

In circumstances where an applicant under the age of 18, does not have documentation outlined in the accepted documentation table, the following will be accepted.

Identification
Birth Certificate
Written statement by a school principal or an accredited third level institution confirming attendance and address

Two documents must be submitted, one to support identification and one to support proof of address.

Strict Adherence: Only the documents listed are acceptable.

Applicants who have a permanent residential address outside of the island of Ireland

- The authorised liaison person/HR Manager/Regional Director will hold an initial video meeting with the applicant, where the applicant will show their proof of identity and address documents.
- Scan and email a completed NVB1 form, along with selected proof of identity and address documents from the accepted list (See identity document schedule, documents must be from their country of residency).
- These scanned copies can be used to commence the vetting process.

- The address provided by the applicant must be their current residential address from the country they reside in and not their address where they will reside in Ireland.

Prior to commencement of relevant work/activity or on the first day of commencement, the applicant must present in person:

- ❖ The original NVB1 form
- ❖ All original identification documents that were previously scanned and submitted to commence the vetting process and the original NVB1 form.
- ❖ At this point the validation section on the NVB1 form must be completed by a representative of the Region

The Region must

- Validate the original documents used in person
- Retain both:
 - The scanned copies originally submitted, and copies taken from the originals upon in-person presentation
- Ensure that all copies are dated and validated in the relevant section
- Keep these documents as part of the vetting application

The authorised liaison person checks that the NBV1 has been fully completed.

With the implementation of the EU Directive 93; Article 10(3) of the Directive 2011/93/EU of the European Parliament and of the Council of 13 December 2011 on combating the sexual abuse and sexual exploitation of children and child pornography, and replacing Council Framework Decision 2004/68/JHA

Criminal Records (Exchange of Information) Act 2019, further checks will be carried out for anyone who will be in relevant work with children. This will entail, new questions on the vetting portal form and applications will take longer than normal. It includes 26 EU states and the UK.

Processing time fluctuates upwards and downwards depending on seasonal demands; volumes received; and the number, or nature, of queries to be conducted with external Garda Stations or agencies external to the Garda Central Vetting Unit such as the Courts Service.

The Vetting Disclosure

The GNVB processes the application and sends a vetting disclosure to the authorised liaison person

A copy of the vetting disclosure will be given to the vetting subject and a copy placed on the personnel file and/or kept in the Safeguarding Office.

The vetting disclosure will be a statement from the GNVB that there is no criminal record or specified information in relation to the person.

or

A statement from the GNVB detailing a criminal record and/or specified information in relation to the applicant.

If specified information is to be disclosed, the GNVB's Chief Officer will have notified the vetting subject in advance of the intention to disclose such information. The vetting subject will have had an opportunity to appeal against that decision.

Should a disclosure of a criminal record be made, the authorised liaison person will inform the person who requested the vetting check, that there is a delay in the vetting process.

The authorised liaison person, will as soon as practicable, give the vetting subject the opportunity to verify the information contained in the vetting disclosure certificate. The vetting subject will be informed of their right to dispute the disclosure with the GNVB.

The authorised liaison person will notify the Safeguarding Manager, Regional Director and HR Manager (if employee or volunteer) that a conviction or other information has been revealed on the vetting disclosure certificate.

Depending on the nature of the conviction disclosed, a decision will be reached as to how the matter will be addressed. The Safeguarding Manager will liaise with the Regional Director/HR/Department Head regarding the way forward.

The vetting subject may be asked to attend a meeting and to provide additional details in relation to the matter and/or any offence committed. A risk assessment (Appendix 3) may be carried and recommendations made. When conducting the risk assessment, management will ensure, as a matter of course, that confidentiality is maintained and the vetting subject is protected throughout the process.

Disputing a Vetting Disclosure

If the applicant has been the subject of any prosecution and/or convictions, the GNVB will provide the details. It is the right of the applicant to dispute this information if he/she so wishes and to respond to the information received from the GNVB.

Where a vetting subject disputes the details contained in a vetting disclosure certificate issued by the GNVB, the vetting subject must write to the authorised liaison person and outline the exact basis of their dispute.

The authorised liaison person will submit the report received from the vetting subject along with the original NVB1 to the GNVB for further checks to be conducted.

If the vetting subject indicates that there were errors or omissions made by them when completing the original NVB1 form, they will be requested to complete a new application form and both the new and the original forms will be submitted together to the GNVB

If following the result of further checks, the vetting subject still disputes details in the vetting disclosure certificate arrangements will be made for further validation procedures to be carried out to resolve the matters in dispute.










Vetting Decision-making

Where there is no disclosure of a criminal record or specified information, the authorised liaison person informs the HR manager/Line manager/Regional Director that the vetting disclosure has been received and the recruitment process proceeds as set out in the Recruitment, Selection & Appointment Policy (2024).

The documentation associated with the vetting process, that is, the completed NVB1 Form, copies of the documents produced to validate identity, the validation statement and the original vetting disclosure certificate are kept by the authorised liaison person in the safeguarding office.




Where a vetting disclosure of a criminal record is received from the GNVB or a self-disclosure is made by an individual, the decision to offer employment or the continuation of a position, rests with the Region.

The following factors will be considered as appropriate:

-  The post for which the applicant is seeking employment
-  The age of the person at the time when the offence(s) was committed.
-  The nature of the conviction and the sentence imposed
-  The number of convictions
-  The time lapse since last conviction.
-  The disclosure of the offence by the applicant
-  The explanation offered by the person
-  The steps taken to prevent re-offending
-  The potential risk to service users.

Other factors for consideration.

The Region will **NOT** consider any person for employment or as a volunteer to work with children or vulnerable adults, who has been convicted of any of the following:

-  An offence of a sexual nature or violent nature
-  The ill treatment of a child or vulnerable adult
-  The ownership, production or distribution of child pornography.

Other offences will be considered on a case by case basis.

Decision not to Appoint

Where the matter is deemed to be of a sufficiently serious nature as to call into question the suitability of the individual for the post concerned, the decision regarding confirmation of the appointment will revert to the Regional Director. A record will be compiled giving the decision made and the reason for that decision.

Where the decision is **not** to confirm the appointment, then the individual is entitled to appeal the decision in accordance with the procedure outlined below.







The Appeals Process

It must be noted that an appeal can only be made in relation to the decision not to employ the person (paid or voluntary). The review panel has no role in reviewing the contents of the vetting disclosure as this belongs solely to the GNVB.

If the applicant wishes to appeal the decision, the Regional Director must set up a review panel. The role of the review panel is to determine if the decision of the Regional Director was reasonable and fair.

The applicant must be told that the appeal process will require that the information disclosed by the GNVB will be shared with members of the review panel and that any representations made by him/her may be shared with the statutory authorities. Representation from the applicant will be requested in writing in order to offer the opportunity to explain any circumstances which might further inform the review panel.

A member of the review team may arrange a meeting with the applicant who is invited to bring a support person if she/he so wishes.

-  The purpose of the meeting is to confirm the applicant's identity and to give the applicant an opportunity to discuss the application in the light of the information received from the GNVB
-  The nature and significance of the new information will be discussed
-  A written record of the meeting will be kept.
-  Should the applicant claim that the information is inaccurate, the onus is on her/him to provide evidence to support this claim.
-  This evidence will be forwarded to the GNVB by the authorised liaison person with any other information deemed necessary.
-  When the GNVB has conducted further checks, the response will be forwarded to the authorised liaison person who will then communicate it to the panel.

Confidentiality

All information in relation to the vetting process will be handled in a manner consistent with the Region of Ireland's Data Protection Policy. The Region will comply with good practice regarding the

secure storage, handling and use of the vetting information as per legal obligations under the General Data Protection Regulation, 2018.

The documentation and information associated with the vetting process will be filed securely.

The Region will not rely on vetting disclosures conducted by a previous employer nor shall they forward on disclosures of past staff to other organisations.

The vetting disclosure certificate is not transferable.

The Region reserve the right to initiate Garda re-checks at any time.

The standard Garda vetting only covers addresses in the Republic and the North of Ireland. Individuals who lived overseas for a period of 6 months or more may be required to provide proof of non-convictions from the country in which they were resident. In the event that the individual is unable to provide this, it must be demonstrated that all efforts have been made to do so. These situations may include individuals who are from countries where police clearance certificates may be difficult to obtain.

Retention of Documents

GNVB require you to retain identity documents and consent forms.

Purpose of Retention

- Prevent, detect and investigate offences under the Act.
- Enable the GNVB to perform its functions.
- Ensure compliance with the vetting process.
- Assist in investigating breaches.

Data to be Retained:

- Retain original NVB1 form for the initial 6 month at a minimum.
- After the initial 6 month period a soft copy of the NVB1 form will suffice.
- Soft copies of proof of identity and proof of address documents

Retention Periods

Please note the following retention periods are what is required by the Garda National Vetting Bureau, other oversight or government bodies may require you to retain documents longer.

- Active Individuals: Data retained for duration of engagement.
- Inactive Individuals: Data destroyed within 12 months of departure.

The Region of Ireland, Garda Vetting Policy Statement

General Principles

The Region of Ireland, comply fully with the GNVB requirements regarding the correct handling, use, storage, retention and disposal of vetting documentation and disclosure information. The Region also complies fully with obligations under the General Data Protection Regulation, 2018, regarding the safe handling, storage, retention and disposal of disclosure information.

Vetting Disclosure Certificate

The authorised liaison person receives a vetting disclosure certificate from the GNVB. Employment will not commence until the authorised liaison person confirms with the HR Manager/Line Manager/Regional Director that the vetting disclosure has been received and the vetting process has concluded.

The original disclosure certificate and all associated documentation are held by the authorised liaison person. The vetting disclosure certificate and all associated documentation is filed securely.

Storage and Access

Vetting documentation is kept in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties at the Safeguarding Office, St. Patrick's Kiltegan, Wicklow.

Handling

Vetting information is only shared with those who are authorised to receive it in the course of their duties. The Region, recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Vetting information is used only for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment or other relevant appointment decision has been taken, the vetting information will be retained securely for the necessary period, that is, until the person is re-vetted, resigns or ends their involvement with the Region.

Disposal

Once the retention period has elapsed, the HR/Line Manager/Regional Director will inform the authorised liaison person, who will ensure that copies of the vetting identification documents, the vetting disclosure certificate and any other documentation associated with the vetting process is destroyed by secure means, i.e., by shredding.

Appendix 1

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012

SCHEDULE 1

Section 2:

PART 1

Relevant Work or Activities Relating to Children

1. 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 in –
 - (a) an establishment which provides pre-school services within the meaning of Part VII of the Child Care Act 1991,
 - (b) a school or centre of education, both within the meaning of the Education Act 1998,
 - (c) any hospital or health care centre which receives, treats or otherwise provides services to children,
 - (d) a designated centre within the meaning of section 2 of the Health Act 2007, in so far as it relates to an institution at which residential services are provided in accordance with the Child Care Act 1991,
 - (e) a special care unit provided and maintained in accordance with section 23k of the Child Care Act 1991,
 - (f) a children detention school within the meaning of section 3 of the Children Act 2001,
 - (g) a reception or accommodation centre which provides residential accommodation services to applicants for asylum under contract to the Department of Justice and Equality.
2. Any work or activity which consists of the provision of home tuition by a person pursuant to the Scheme administered and funded by the Department of Education and known as the Home Tuition Scheme.
3. Any work or activity which consists of treatment, therapy or counselling provided to a child by a person in the course of that work or activity.

4. Any work or activity which consists of care or supervision of children unless the care or supervision is merely incidental to the care or supervision of persons who are not children
5. Any work or activity which consists of the provision of educational, training, cultural, recreational, leisure, social or physical activities (whether or not for commercial or any other consideration) to children unless the provision of educational, training, cultural, recreational, leisure, social or physical activities is merely incidental to the provision of educational, training, cultural, recreational, leisure, social or physical activities to persons who are not children.
6. Any work or activity which consists of the provision of advice, guidance or developmental services (including by means of electronic interactive communications) to children unless the provision of the advice, guidance or developmental service is merely incidental to the provision of these services to persons who are not children.
7. Any work or activity as a minister or priest or any person engaged in the advancement of any religious beliefs.
8. Work as a driver of a public service vehicle which is being used for the purpose of conveying children.
9. The provision by a person whether or not for commercial or other consideration of accommodation for a child in his or her own home.
10. Any research work or activities (howsoever described) carried out in a university, institute of technology or other establishment at which third level education is provided where a necessary and regular part of the research work or activity involves contact with or access to children.
11. Any application by a person to carry on or manage a designated centre within the meaning of section 2 of the Health Act 2007.
12. Any application by a person for a declaration of eligibility and suitability within the meaning of section 3 of the Adoption Act 2010.
13. An assessment of a person's suitability to act as a foster carer by or under section 39 of the Child Care Act 1991.
14. Any assessment by or under section 41 of the Child Care Act 1991 of a person's suitability to act as a carer of a child in respect of whom he or she is a relative.
15. Any work or activity which is carried out by a person, a necessary and regular part of which requires the person to have access to or contact with, children pursuant to the following enactments:

- (a) Medical Practitioners Act 2007;
- (b) Nurses Act 1985;
- (c) Nurses and Midwives Act 2011;
- (d) Dentists Act 1985;
- (e) Health & Social Care Professionals Act 2005;
- (f) Pharmacy Act 2007;
- (g) Pre-Hospital Emergency Care Council Order 2000 (S.I. No 109 of 2000);
- (h) Pre-Hospital Emergency Care Council (Establishment) Order 2000 (Amendment) Order 2004 (S.I. No. 575 of 2004).

Part 2

Relevant Work or Activities Relating to Vulnerable Persons

1. Any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of people having access to, or contact with, vulnerable persons in-
 - (a) a school or centre of education, both within the meaning of the Education Act 1998, unless, in the case of a centre of education, the work of activity is merely incidental to work or activities undertaken in relation to persons who are not vulnerable persons,
 - (b) any hospital or care centre which receives, treats or otherwise which provides services to vulnerable persons,
 - (c) a designated centre within the meaning of section 2 of the Health Act 2007, in so far as it relates to an institution at which residential services are provided to vulnerable persons,
 - (d) an approved centre within the meaning of Part 5 of the Mental Health Act 2001.
2. Any work or activity which consists of treatment, therapy or counselling provided to a vulnerable person by a person in the course of that work or activity.
3. Any work or activity which consists of the care (including the provision of health and personal social services and essential domestic services) of vulnerable persons unless the care is merely incidental to the care of persons who are not vulnerable persons.
4. Any work or activity which consists of the provision of educational, training, cultural, recreational, leisure social or physical activities (whether or not for commercial or any other consideration) to vulnerable persons unless the provision of educational, training, cultural, recreational, leisure, social or physical activities to persons who are not vulnerable persons.
5. Any work or activity which consists of the provision of advice, guidance or developmental services (including by means of electronic interactive communications) to vulnerable persons

unless the provision of the advice, guidance or developmental service is merely incidental to the provision of those services to persons who are not vulnerable persons.

6. Work as a driver of a public service vehicle which is being used only for the purpose of conveying vulnerable persons.
7. Any work or activity as a minister or priest or any other person engaged in the advancement of any religious beliefs.
8. The provision by a person, whether or not for commercial or other consideration, of accommodation for a vulnerable person in his or her home.
9. Any research work or activities (howsoever described) carried out in a university, institute of technology or other establishment at which third level education is provided where a necessary and regular part of the research work or activity involves contact with or access to vulnerable persons.
10. Any assessment of a person's suitability to act as a care representative under section 21 of the Nursing Homes Support Scheme Act 2009.
11. Any application by a person to carry on or manage a designated centre both within the meaning of section 2 of the Health Act 2007.
12. Any work or activity which is carried out by a person, a necessary and regular part of which requires the person to have access to or contact with, children pursuant to the following enactments:
 - (a) Medical Practitioners Act 2007;
 - (b) Nurses Act 1985;
 - (c) Nurses and Midwives Act 2011;
 - (d) Dentists Act 1985;
 - (e) Health & Social Care Professionals Act 2005;
 - (f) Pharmacy Act 2007;
 - (g) Pre-Hospital Emergency Care Council Order 2000 (S.I. No 109 of 2000);
 - (h) Pre-Hospital Emergency Care Council (Establishment) Order 2000 (Amendment) Order 2004 (S.I. No. 575 of 2004).

Appendix 2



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 applicants signature must be a wet ink signature.

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. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1 form.

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.

An invitation to the e-vetting website will then be sent to your Email address from evetting.donotreply@garda.ie

The **Identity Document Validation Form** section of this form must be completed by the person validating your identity and proof of address documents from the organisation listed in Section 2.



Your Ref:

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(s):																											
Surname:																											
Date Of Birth:	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:

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, to confirm I have read above declaration.

Applicant's

Signature:

Date:

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Identity Document Validation Form

Your Ref:

Section 1: Photographic ID

- Is the photographic document, being relied upon, current and not expired? ☐ Yes ☐ No
- Is the photograph on the document a true likeness for the vetting subject? ☐ Yes ☐ No
- Is the photograph of high quality and clear? ☐ Yes ☐ No
- Is the date of birth on the document matching the date provided on the NVB1 Form? ☐ Yes ☐ No
- Is the name on the document exactly matching the name provided on the NVB1 Form? ☐ Yes ☐ No

Section 2: Proof of Address

- Is the address document dated within six months of the consent date? ☐ Yes ☐ No
- Is the address on the proof of address document matching the address provided on the NVB1 Form? ☐ Yes ☐ No
- Is the vetting subject's name included on the proof of address document? ☐ Yes ☐ No
- Is the document acceptable as proof of address document, as per Identity Document Schedule? ☐ Yes ☐ No

Section 3: NVB1 Form

- Is the NVB1 form dated and signed by the vetting subject? ☐ Yes ☐ No
- Is the role accepted to be relevant work or activity? ☐ Yes ☐ No
- Is the Consent Box ticked? ☐ Yes ☐ No

Section 4: Document Confirmation

I have physically seen and retained/forwarded a copy of the following documents: (Please check all that apply)

- Completed NVB1 Form (original) ☐ Yes ☐ No
- Photographic ID document type: _____ ☐ Yes ☐ No
- Document Reference No. _____
- Proof of address document type: _____ ☐ Yes ☐ No

If you have answered No to any of the above questions the vetting subject has not met the criteria to continue with the vetting process

Section 5: Validator Information

- Validator's Name (PRINT NAME): _____
- Validator's Signature: _____
- Validator's Role: _____
- Validator's Contact Number: _____
- Date of Validation: _____

Appendix 3 Risk Assessment

Risk will be assessed regarding rating a particular post regarding its risk and rating the individual candidate in terms of risk. In some cases, the relationship between the offence and the post will be clear enough for the organisation to decide easily on the suitability of the applicant for the job*.

This approach must consider the risk in terms of the individual, the offence and the role. The initial risk assessment will be carried out by the relevant Line Manager and HR Manager.

In carrying out this assessment the following factors, in addition to other relevant case specific concerns, should be considered and documented in support of the recommendation.

Assessment of the Risk of the Individual Candidate together with the Offence

The assessment should consider the following, in addition to other relevant case specific concerns:

- The seriousness of the offence and its relevance to the safety of other employees, customers and clients,
- The length of time since the offence occurred and the age of the applicant at the time of the offence,
- Whether the offence was a one-off, or part of a history of offending,
- Whether the applicant's circumstances have changed since the offence was committed, making re-offending less likely,
- The degree of remorse, or otherwise, expressed by the applicant and their motivation to change,
- Work history since the offence,
- Availability of references from this employment.

Assessment of the Risk/Relevance of the Offence to the Post Form

- Does the post involve one-to-one contact with children or other vulnerable groups of clients, service users or employees?
- What level of supervision will the post holder receive?
- Does the post involve any direct responsibility for finance or items of value?
- Will the nature of the post present any realistic opportunity for the applicant to re-offend at work?
- What could happen at work and how serious would that be?
- Does the job involve direct contact with members of the public?
- To what extent is the Region bound by other legal constraints which impact on the post?

For example, employing candidates with motoring convictions as drivers.

- Is the post such that employing the person with this conviction would seriously undermine public confidence in the Region?

Recommendation Following Risk Assessment

Following this assessment the Line Manager and HR Manager will submit a written report on their risk assessment together with a recommendation to either proceed or not to proceed to the Regional Director. The findings of the recommendation to proceed or not to proceed will be considered by the Regional Director. In making their decision they will consult with the relevant authorities.

**Examples Offences against the person, e.g. grievously bodily harm, rape*

Breaches in trust, e.g. fraud

Offences against property e.g. arson, armed robbery