



Carlow Regional Youth Service
Youth Work Ireland

Garda Vetting Policy

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Passed	Feb 2025
Amended	Feb 2025
Review date	Feb 2030

Garda Vetting Policy

Garda Vetting is a very important part of child protection. Carlow Regional Youth Service offers Garda Vetting to all staff and volunteers as part of Youth Work Ireland's Garda eVetting system. Youth Work Ireland is a registered organisation with the National Vetting Bureau.

Carlow Regional Youth Service eVetting steps

Step 1: The applicant completes a CRYS eVetting Invitation (NVB1) and provides two valid forms of identification (see section 2 below). This documentation is highly confidential and should be treated as such and the staff member that signs off on the ID must keep the documents in their possession before passing them on to the RVCP in CRYS.

Step 2: The RVCP in CRYS then ensures the application is correctly and legibly filled in and signed before entering the details on a Batch form and assigning a "Member Youth Service Reference Number" to each individual applicant.

Step 3: The RVCP completes the Batch form and uploads the information on the Youth Work Ireland online form. The RVCP ensures that a copy of each batch (and accompanying ID documentation) is kept on file in a locked cabinet that only they have access to.

Step 4: The Youth Work Ireland Liaison Person reviews the eVetting Application Form and submits it to the National Vetting Bureau for processing.

Step 5: The National Vetting Bureau processes the application and forwards a vetting disclosure to the Youth Work Ireland Liaison Person.

Step 6: The Youth Work Ireland Liaison Person then forwards this disclosure to the RVCP, who in turn contacts the relevant staff member to inform them of the outcome of the application. The staff member in turn should contact the applicant to inform them of the outcome.

2) Validation of applicants Identity

The Youth Worker who accepts an application for Garda Vetting must, in the absence of the RVCP, check the identity of the applicant against an original valid form of identification as specified on the eVetting & ID Validation form. The Youth Worker must tick the appropriate box for the form of ID that was used to verify the identity of the applicant. The 100 point rule for ID validation must be observed - for example a driver's license (credit card type) carries 80 points and therefore must be accompanied by an additional form of ID totalling 100 points. Also, one piece of ID must show a photo of the applicant and the other must have the applicant's current address, both pieces should also be in date. The Youth worker that accepts the application must sign off on the copies to indicate that they have seen the original documents. Please note that in line with YWI's own policy (*Youth Work Ireland and our associated Member Youth Services are not listed on Schedule C of the Social Welfare Act, and therefore cannot accept Public Services Cards as a form of ID*).

3) Vetting for under 18's

CRYS does carry out Garda Vetting on young people over 16 and under 18's years of age. The must complete and submit two different forms, an NVB1 Vetting Invitation for Under 18's and a Parental Consent Form. Please ask the RCVP for copies of both or see appendix 2 and 3 at the end of this policy.

4) Disputes

In instances where a vetting subject disputes any detail contained on a Garda Vetting Disclosure, issued in respect of him/her, the following procedure will apply:

- The Vetting Subject should outline the exact basis of his/her dispute and submit it in writing to the RVCP.

- The RVCP will submit the applicant's submission in writing, with the original vetting form to the YWI Liaison Person who in turn will submit same to the Garda Vetting Unit for review.
- If, following further checks, the applicant still disputes details of the disclosure, arrangements will be made for further validation procedures.
- At the conclusion of the dispute resolution process, decisions on the suitability of the applicant will be the responsibility of the Review Committee.

5) Risk Assessment Guidelines

A conviction, prosecution or case pending will not necessarily bar an applicant for consideration for engagement. The following criteria will be considered;

- The nature and number of any convictions
- The frequency of any convictions
- The post for which the person is seeking engagement
- The self-disclosure of the conviction/case pending by the applicant
- The time lapse since the conviction

6) The Review Committee

CRYS will employ a Natural Justice framework in dealing with any disclosures of convictions. In accordance with the guidelines issued by the National Vetting Bureau, the CEO of CRYS will establish a Decision Making Committee. This Committee is comprised of members of the Board of Management, the Youth Worker who initially made the application on behalf of the applicant, and the CEO. A minimum of three must be present for any meeting. All applicants have a right to natural justice and can choose to waive their anonymity and meet the decision making committee to present their case should they choose to do so.

7) Consideration of holding a Review Meeting

The National Vetting Bureau provide the organisation with details of all prosecutions, successful or not, pending or completed, and/or convictions. Consideration for holding a review meeting will occur when an application is returned from the NVB with information which gives cause for concern attached. Any assessment of suitability of an applicant depends on the relevance of any conviction/disclosed information to the position or role applied for, the self-disclosure of such information, the seriousness of the offence/disclosed information, the timing of the offence and any possible pattern of offences. The information disclosed is used for only the specific purpose for which it was obtained as part of a volunteering or recruitment process within CRYS. On receiving information that may potentially result in exclusion from taking up the regulated position, any original documentation is checked to ensure it is correct and that the disclosed information refers to the applicant. If the applicant has self-disclosed the information and this agrees with the disclosure from the vetting body a decision will be made depending on the type and nature of the offences disclosed. If the applicant has not self-disclosed and information is received from the vetting body this will be checked with the applicant.

The applicant may be asked to provide background information on offences in writing as part of the risk assessment process.

Disclosure of certain types of convictions/prosecutions or specified information will automatically disqualify applicants from a position working with children and young people.

Examples of offences that will automatically disqualify an applicant are:

- Any offence of a sexual nature
- Any offence against a child or of child abuse or child abuse images
- An offence that causes grievous bodily harm
- Any offence of murder or manslaughter
- An offence of kidnapping
- A series of continuous offending that might cause concern for the well-being of children
- Any charge brought by the Director of Public Prosecutions (for Ireland and Northern Ireland) concerning abuse of a child or vulnerable person

This is a guide and not a complete list of barring offences. All decisions on the suitability of an applicant are a matter for the decision making Committee of CRYIS or its affiliates. The NVB and YWI are not involved in such decisions.

All risk assessment decisions are made on an individual basis. Consideration is given to the nature of the disclosed information received from the respective vetting bodies and the initial self-disclosure, if any, by the individual. Decisions will only be made on disclosed information that is verified and confirmed, preferably in writing. If a decision is required that is not clearly dealt with in this vetting policy external

advice is sought. In this case any identifying information on the disclosure will be removed. External advice may be sought from other regulatory bodies, e.g. Youth Work Ireland. When an applicant receives a successful vetting disclosure Where the applicant has proved suitable for the position currently held or applied for, this is communicated to the applicant by the staff member who requested the vetting initially.

Where the information disclosed by the vetting organisation and/or self-disclosed by the applicant deems the individual to be unsuitable for the regulated position they are informed of such preferably in person, however this is not always possible. In the case where an individual cannot be informed in person they will be requested to contact the LP/signatory as a matter of urgency. All applicants are allowed the opportunity to withdraw from seeking any role or position. The principles of natural justice concern procedural fairness and ensure a fair decision is reached by objective & unbiased decision makers at all times.

8) Information Storage & Data Protection

All information in the vetting process will be held in a manner consistent with the CRYS confidentiality policy. CRYS complies fully with good practice regarding the secure storage, handling and use of the Vetting Bureau disclosures and personal vetting information as per Data Protection Policy and legal obligations under Data Protection Legislation.

9) What is the purpose of Garda Vetting?

The purpose of Garda Vetting is to provide details regarding all prosecutions, successful or not, pending or completed and/or convictions in respect of an individual applicant to an organisation which is registered for Garda Vetting.

10) Who is subject to Garda Vetting?

All members of CRYS, both voluntary and paid staff, who regularly work with children and vulnerable young people must complete a vetting application. An individual will not work / volunteer with children or vulnerable persons in CRYS until their vetting application has been completed and the outcome conveyed to the Liaison Person. It will be an offence to start a person in relevant work before a vetting application has been completed.

11) What are the benefits of Garda Vetting?

- Protection of children and vulnerable adults
- Protection of the Service
- Protection of staff and volunteers
- Management of risk
- Garda Vetting is one of the key elements of the safe recruitment process

12) Who provides Garda Vetting?

Vetting is carried out by the National Vetting Bureau of An Garda Síochána. Vetting can only be accessed through CRYS, the NVB does not deal with individual applicants. Vetting cannot be accessed through local Garda Stations. The National Vetting Bureau of the Garda Síochána conducts vetting of applicants engaged in relevant work to ascertain whether these applicants have a criminal record or prosecutions pending. Garda Vetting is the process by which the National Vetting Bureau gives a statement on whether a person has had any convictions - pending or completed - recorded against their name (subject to the Spent Convictions Act of 2016 which allows for certain convictions to become “spent”). In certain

circumstances specified information may be disclosed. Youth Work Ireland provides vetting services to all its member Youth Services.

CRYS is committed to the protection and welfare of children and young people. As part of this commitment CRYS complies with relevant legislation and recommended best practice in recruitment and selection procedures for both employees and volunteers, and will conduct Garda Vetting, where appropriate, as part of this process. The purpose of this policy is to provide information and guidance on Garda Vetting procedures within CRYS. This policy applies to CRYS employees and volunteers who have any contact with children and/or young people on a regular basis as defined in the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 – 2016. Responsibility for ensuring this policy is effectively implemented rests with the RVCP within CRYS.

13) How often should staff re-vetting be done?

Staff re-Vetting should be refreshed every 4 years by filling in an NVB1 and submitting it with the relevant ID requirements to the RVCP in CRYS.