

## **Garda Vetting (National Vetting Bureau)**

### **Irish Council for Social Housing Information Sheet**

#### **Q: What is Garda Vetting?**

**A:** Garda Vetting is conducted in respect of 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 or vulnerable persons. It is a service designed to enhance the protection of children and vulnerable persons.

Organisations must make their own decision in relation to the suitability of applicants for positions within their organisation. The National Vetting Bureau or the Irish Council for Social Housing will have no input into any such decision.

Organisations should formulate policies as to which disclosures affect suitability for positions within their organisations.

Garda Vetting is a component part of normal recruitment and selection practices such as: verification of identity and personal details; assessment of education qualifications, job skills, previous employment history and references; and conduction personal interviews with applicants.

#### **Q: What is Relevant Work?**

**A:** Any work or activity which is carried out by a person, a necessary and regular part of which consists of the person having access to , or contact with, children or vulnerable persons.

Part 1 and 2 of National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 call out the relevant work and activities relating to children and vulnerable person respectively. This work includes the following in relation to vulnerable persons:

- Work involving access to a vulnerable person in a school, hospital, designated centre under the 2007 Health Act or 2001 Mental Health Act.
- Treatment, therapy or counselling to a vulnerable person.
- Provision of health and personal social services to a vulnerable person
- Provision of training to vulnerable persons



- Provision of advice, guidance and developmental services to vulnerable persons
- Driver of a public service vehicle used only for conveying vulnerable persons
- Work as a priest or religious minister
- Accommodating a vulnerable person in own home
- Research involving access to vulnerable persons
- Assessment of a person's suitability to act as a care representative
- Managing a designated centre

Further details of this are provided in Appendix One below.

- For further information on relevant work relating to vulnerable people as outlined in the act follow this link:

<http://www.irishstatutebook.ie/eli/2012/act/47/enacted/en/print#sched1-part2>

- For more information on relevant work relating to children as outlined in the act follow this link:

<http://www.irishstatutebook.ie/eli/2012/act/47/enacted/en/print#sched1-part2>

### **Q: How do I avail of Garda Vetting with The Irish Council for Social Housing?**

Since 2010 the ICSH has a registered liaison person with the National Vetting Bureau for the vetting of staff and volunteers of housing associations. As a member of the ICSH the cost of each application processed is €5. Contact Mairéad Holohan, [mairead@icsh.ie](mailto:mairead@icsh.ie) / 016618334, to request the appropriate and up to date form for Garda Vetting.

New forms were developed in 2016 and it is necessary that the ICSH forms are completed.

**The paper application is called Vetting Form (NVB2a).**

**The E-vetting invitation is called Vetting Invitation (NVB1).**



The applicant must complete only one of the vetting forms.

It is important that the form is completed correctly before it is received by the ICSH.

**Q: What is the procedure for making an application for a vetting disclosure to The Irish Council for Social Housing?**

**A:** The procedure is as follows:

- Persons who are subject to vetting will receive a vetting application form (including electronic form) from the organisation where they are seeking a position as volunteer or staff member. This is the primary organisation. ICSH is the liaison organisation.
- The applicant completes the application form and returns it to the organisation and provides proof of identity. The organisation confirms that all is in order in relation to identification. Before sending the form to the ICSH the organisation confirms that the applicant has given consent as outlined in the form for a vetting disclosure to be released.
- The organisation forwards the form to the Liaison Person in ICSH. The envelope is to be marked private and confidential for the attention of the Liaison Person, Mairéad Holohan.
- The Liaison Person in the ICSH checks all details and inputs the data online for processing by the National Vetting Bureau.
- The National Vetting Bureau send a disclosure for all applicants to the ICSH. Under the act all applicants receive a disclosure. If there are convictions this information is disclosed to the ICSH. In the case of there being no convictions disclosed by the National Vetting Bureau a disclosure with no information re convictions is sent to the ICSH.



**Q: What key points do I need to remember to complete the Garda Vetting form correctly?**

**A:** There are a number of fields which are mandatory on the two forms. Each form has a guidance sheet to help explain how to complete it.

**For the paper application Vetting Form (NVB2a), the main points include:**

Sections 1, 2, 3 and 5 must be completed in full by the applicant.

Passport number is not mandatory. Applicants should complete it if they have a passport number but if they do not have such a number, it's not mandatory and the application can still be processed.

While most of Section 4 is completed by the ICSH Liaison Person, there are two questions that must be completed by the applicant in this section:

**Role Being Vetted For:** The role being applied for must be clearly stated. Generic terms such as "Volunteer" will not suffice.

**Affiliate Organisation:** It is a mandatory field to fill in the name of the organisation that the applicant will be working or volunteering with. Without this information The Irish Council for Social housing are not in a position to liaise with the NVB and process the application.

In Section 5, the applicant must confirm their understanding and acceptance of the statement by signing and dating the application form and ticking the box provided.

This section of the Vetting Form is the applicant's way of giving consent to An Garda Síochána to review their records and to forward this information to the ICSH. Without this declaration of consent, vetting cannot be carried out.

**Vetting Invitation Consent (Vetting Invitation NVB1):**

On the E-vetting form it is critical that all questions in Sections 1 and 2 are completed. It is again vitally important that the declaration of application is completed correctly and that the applicant has given consent for vetting to be carried out. 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**. This is mandatory.



**Q: Our Organisation has staff members who are carrying out relevant work with vulnerable persons and have been with the organisation for many years. Our new staff / volunteers carrying out relevant work are Garda Vetted as part of the recruitment process. What about staff and volunteers who have been with the organisation for years?**

**A: Retrospective Vetting**

It is this vetting of long-term staff that is being prioritised by the National Vetting Bureau. If you have any staff or volunteers working with vulnerable persons or children in what would be considered relevant work that have never been Garda vetted, they must be vetted no later than **31st December 2017**.

**Re-Vetting**

There are provisions in the legislation for the periodic re-vetting of staff and volunteers as well as the first vetting of staff and volunteers who may have been working with children or vulnerable persons for many years carrying out relevant work but have never been vetted.

**Q: I work as the Human Resource Manager for the primary organisation. Do I send the identification with the form to the ICSH?**

Before sending the vetting form to ICSH please confirm identity of the applicant.

It is the responsibility of the organisation to validate the identity of the applicant and to be satisfied with the applicant's identity.

The ICSH ask that completed forms are sent to ICSH and that there is no requirement to send identification to the ICSH.

**Q: What is The National Vetting Bureau (NVB)?**

The National Vetting Bureau is the single point of contact in An Garda Síochána to conduct Garda Vetting. Its primary objective is to provide an accurate and responsible vetting service which enhances the protection of children and vulnerable persons through enabling safer recruitment decisions.

## Appendix One

**Q: What is Relevant Work or Activities Relating to Vulnerable Persons as outlined in the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016?**

**A:** 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, 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 or 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 is merely incidental to 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 own 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 on by a person, a necessary and regular part of which requires the person to have access to, or contact with, vulnerable persons 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 and Social Care Professionals Act 2005;

(f) Pharmacy Act 2007;



(g) Pre-Hospital Emergency Care Council (Establishment) 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 ).

For further information on relevant work relating to vulnerable people as outlined in the act follow this link:

<http://www.irishstatutebook.ie/eli/2012/act/47/enacted/en/print#sched1-part2>

For more information on relevant work relating to children as outlined in the act follow this link:

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