



Enable Ireland

GARDA VETTING POLICY

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1.0 What Is Garda Vetting?

Garda Vetting is a procedure through which An Garda Síochána is asked, with a person's permission, to disclose any information held on Garda file. Within current disclosure policy, details of all convictions and/or prosecutions, successful or not, pending or completed are disclosed to the three Authorised Liaison Persons in Enable Ireland's HR Department.

2.0 Purpose of Garda Vetting

The purpose is to provide a framework within which to establish whether an individual has any previous, current or pending offences, charges or convictions.

3.0 The Role of the Authorised Liaison

Enable Ireland has appointed three members of the HR Department to act as the Authorised Liaison Persons between the organisation and the National Vetting Bureau.

The Authorised Liaison Persons are responsible for processing the Vetting Invitation, submitting the completed Vetting Invitations to the National Vetting Bureau and then processing the data returned from the National Vetting Bureau in respect of each individual.

4.0 Who Requires Garda Vetting in Enable Ireland?

Any individual who will undertake relevant work or activities relating to children and vulnerable persons, or are based in a location where they may come into contact with these groups (for example, an administrator located in a service centre), must undergo Garda Vetting and police clearance prior to commencing with Enable Ireland.

All relevant individuals deemed by Enable Ireland to fall into the above criteria must be Garda vetted. This includes those working in a full-time, part-time, voluntary, fundraising or student capacity. It also extends to prospective staff members, temporary agency workers, and self-employed consultants.

If a staff member transfers from a role where they have no contact with children and vulnerable persons to a role elsewhere within Enable Ireland where they may have contact with these groups, they **must** undergo Garda vetting before commencing their new role.

In the case of independent consultants working on a self-employed basis with children and vulnerable persons or in a service centre, Garda vetting must be obtained in the normal manner before being engaged for services.

For individuals who require Garda Vetting but are under 18, a Parent/Guardian Consent Form must be completed (**Appendix 2**).

5.0 Garda Vetting Procedure

5.1 Procedure for prospective staff members who will undertake work or activities relating to children and vulnerable persons:

Advertisement

All relevant vacant posts will state in the job advertisement and person specification that the post will be subject to Garda Vetting.

Offer/Contract:

Following completion of the recruitment and selection process, the selected applicant will be offered the position subject to Garda/Police Vetting. This will be outlined in the conditional offer letter which will be accompanied by the Garda Vetting Identification Requirements (Appendix 1) and Garda Vetting Invitation Guideline and Vetting Invitation. (Appendix 3).

The Vetting Invitation Form

An applicant is required to provide original identification documentation (Appendix 1) to Enable Ireland to verify their identity in order to submit a Vetting Invitation. They must present his identification to the local HR Liaison involved in the recruitment process.

The Vetting Invitation must then be returned along with the certified identification documents directly to the HR Department. Once received, the Authorised Liaison Person will send a link via the e-Vetting online system to the email address submitted by the applicant on the Vetting Invitation. The applicant then completes the online Garda Vetting Form and submits.

The completed form is then forwarded by the authorised Liaison Person in the HR Department to the National Vetting Bureau via the e-Vetting system.

All contact with the National Vetting Bureau will be made via the Authorised Liaison Persons based in the HR Department. Individual applicants must not make contact with the National Vetting Bureau directly. Any queries in relation to Garda Vetting must be directed to the HR Department.

Completion of National Vetting Bureau

The National Vetting Bureau responds to the vetting request by confirming whether any previous convictions appear against the applicant or if any prosecutions are pending.

The outcome of the Garda vetting is communicated directly to the authorised Liaison Person via the e-Vetting system. In the case where there are no convictions disclosed, the vetting form will state that on the date the searches were conducted, no criminal record was found. As soon as this clearance is received, the Authorised Liaison Person will notify the local HR Liaison and, provided all other checks have been conducted satisfactorily, a commencement date can be arranged.

Confirmation by National Vetting Unit of Offences/Conviction

In the case where the disclosure information reveals a conviction, previous or pending, the National Vetting Bureau will indicate the date of the offence, the nature of the offence and the penalty imposed. The authorised Liaison Person will contact the applicant directly to verify the information provided.

Evaluation of information

Once the information has been verified and confirmed, the decision and risk assessment on that individual will be made by the Director – HR & Corporate Affairs and the HR Manager, having consulted with the recruiting manager. All decisions in this area will be based on the information provided and its relevance to the role.

Any such consideration and the basis for a decision to employ must be detailed in writing by the Director – HR & Corporate Affairs and retained on the staff member's file.

5.2 Procedure for all other applicants who will undertake relevant work or activities in relation to children or vulnerable persons (e.g. voluntary, fund-raising, students, temporary agency workers, self-employed consultants, etc.):

All of the steps outlined in section 5.1 (with the exception of the first two recruitment steps, advertising & offer/contract) must be followed in relation to all other applicants (i.e. not prospective employees)

Original identification documents must be presented to an Enable Ireland employee for verification.

6.0 Police Vetting (Overseas)

The applicant is responsible for obtaining clearance from any country outside Ireland in which they has resided for 6 months or more. It is advisable for the recruiting manager/local HR Liaison to notify the applicant of this requirement as early as possible, as it may only become apparent to the HR Department when the Garda Vetting Form has been processed. The conditional offer letter will also advise applicants of the requirement to obtain foreign clearance.

Enable Ireland is not responsible for the contents or the length of time taken for information to be returned. The information provided by overseas authorities may be in the language of the country to which the application was made, in which case, it will be necessary for Enable Ireland to have this information translated.

7.0 Disclosure of Criminal Convictions

It is Enable Ireland's policy to ask **all** job applicants to declare if they previously have been convicted of a criminal offence(s) which may deem them unsuitable for appointment.

If an applicant has a criminal conviction (either by way of Garda Vetting or by applicant disclosure) full details of the conviction will be sought and the Garda Vetting process will commence.

The provision of false, inaccurate or misleading information will disqualify applicants from the selection process and for existing employees may result in disciplinary action (up to and including dismissal).

8.0 Disputes Procedure

In cases where an applicant disputes the disclosure provided by the National Vetting Bureau, the following procedure will be applied:

- The applicant will be required to provide the authorised Liaison Person with a covering letter outlining the basis of the dispute.
- The authorised Liaison Person will re-submit the application to the National Vetting Bureau for a re-check with the applicant's cover letter detailing the basis for the dispute.
- Re-checks will receive priority at the National Vetting Bureau and results from re-checks will be issued to the authorised Liaison Person in the HR Department.
- If, following the re-check, the applicant still disputes the data, arrangements will be made by the National Vetting Bureau to carry out further identification procedures in order to resolve the dispute.
- The Director – HR & Corporate Affairs will have responsibility for decisions made at the end of the any dispute procedure regarding the candidate's continued status.

9.0 Applicants with a Criminal Record

Garda or police records may reveal that an individual has a criminal record. This does not automatically preclude an applicant from working with the organisation. Before a decision can be made a risk assessment will be carried out by the Director - HR & Corporate Affairs, in consultation with the HR Manager. In certain circumstances, the applicant will be met by a person nominated by the Director - HR & Corporate Affairs or HR Manager.

The following questions will be considered:

- Did the applicant disclose this on the Garda Vetting form?
- Is the caution or conviction a one-off or one of several?
- Is it an old or recent caution or conviction?
- Was it committed when the applicant was a juvenile or an adult?
- Is the type of caution or conviction relevant to the job?

10.0 Re-Vetting

In line with HIQA and Túsla requirements, re-vetting for staff members in social care settings is required every 3 years.

It is recommended that for all other individuals who undertake work or activities in relation to children or vulnerable persons, or are based on a location where they may come into contact with these groups, re-vetting takes place every 3 – 5 years.

11.0 Data Protection

Enable Ireland is committed to protecting the rights and privacy of individuals and is in compliance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (collectively known as “the Data Protection Legislation”). When the National Vetting Bureau discloses data on foot of a vetting application, the authorised Liaison Person must ensure that Data Protection obligations are observed as follows:

- 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
- Information will be accurate complete and up to date
- It will be retained only while necessary for the purpose obtained
- Information received from the National Vetting Bureau will be shared with the individual at their request

Documentation relating to Garda vetting will be kept on a staff member’s file for the duration of their employment and for 8 years on termination of employment. All other Garda vetting documentation will be kept for 12 months after the staff member has left the organisation.



Appendix 1

Garda Vetting Requirements-Identity Documents

All applicants are required to provide original documentation to an Enable Ireland staff member to verify their identity in order to submit a Garda Vetting application.

Applicants must provide documentation from the below list. The documents provided must equal to 100 points and one documentation must be photographic ID (Passport or Irish Driver's licence)

Please complete the Vetting Invitation form and **present in person** to an Enable Ireland staff member with an original document from the below list.

Please do NOT post in original identification.

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

Children under 18 years (any one of the following)

- Birth certificate 100
- Passport 100
- Written statement by a principal confirming attendance at educational institution on a letter head of that institution 100

Vetting Subject is unable to achieve 100 points

- Affidavit witnessed by a Commissioner for Oaths 100

Any Vetting application submitted without the required documentation will not be submitted for processing.

Appendix 2

AN GARDA SÍOCHÁNA



NATIONAL VETTING BUREAU

PARENT/GUARDIAN CONSENT FORM (NVB 3)

Applicant Details

Forename(s):																												
Surname:																												
Date Of Birth:	D	D	/	M	M	/	Y	Y	Y	Y																		

Parent/Guardian Details

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):																												
Surname:																												
Relationship to applicant:	Father:	Mother:	Guardian:																									
Address:																												
Line 1:																												
Line 2:																												
Line 3:																												
Line 4:																												
Line 5:																												
Eircode/Postcode:																												

Parent/Guardian Consent

I, being the Parent/Guardian of the above named applicant, consent for the National Vetting Bureau to conduct vetting in respect of the above named applicant in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Parent/Guardian Signature:	<input type="text"/>	Date:	D	D	/	M	M	/	Y	Y	Y	Y
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Appendix 3

Guidelines for completing Vetting Invitation (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. 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 this 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 his understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.

Enable Ireland
 32F Rosemount Park Drive
 Rosemount Business Park
 Ballycoolin Rd
 Dublin 11



Your Ref:

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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:	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: -															Date:	D	D	/	M	M	/	Y	Y	Y	Y				
Applicant Signature:																													

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 2 – Additional Information

Name Of Organisation:	
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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