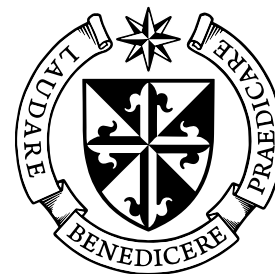


Guidance 2

Garda Vetting (Republic of Ireland)



The National Vetting Bureau Act (Children and Vulnerable Adults) 2012 to 2016

The National Vetting Bureau Act (Children and Vulnerable Adults) 2012 to 2016 sets out the circumstances that require vetting as:

*“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 and/or vulnerable adults.**”* The Act also requires vetting in respect of any work or activity as a **minister or priest or any other person engaged in the advancement of religious beliefs, to children and vulnerable adults**, unless such work or activity is merely incidental to the advancement of religious beliefs to persons who are not children or young people or vulnerable adults.

A person is also required to be vetted if their ministry, work or activity is deemed relevant to children or young people or vulnerable adults. Relevant work includes the provision of training, education, treatment, supervision, therapy, counselling, transporting or conveying, giving advice or guidance, cultural, recreational, leisure, social or physical activities.

Interpreting the Act for the Church Context

From the sections of the Act cited above, persons requiring vetting fall into three main categories. It should be noted that anyone who is 18 or over and has any contact with children or young people or vulnerable adults which is more than incidental as part of their ministry must be vetted (see also Note 1 below).

- Category 1** A person must be vetted if they are a minister, priest or other who engages in the advancement of religious beliefs to children or young people and vulnerable adults.
- Category 2** A person must be vetted if he/she has necessary and regular contact with children or young people or vulnerable adults through his/her ministry, work or activity in a diocese, parish, school, or diocesan agency, or an agency of the Order.
- Category 3** Vetting is also required for those whose ministry, work or activity includes the coaching, mentoring, counselling, teaching or training of children or young people or vulnerable adults. This applies regardless of whether this ministry, work or activity is occasional or regular and necessary.

Note 1 Those who are aged 16 and 17 years may be vetted, but this can only be carried out with the written consent of their parent/carers and/or guardian and the young person’s themselves.

Minors

The legislation is directed at applicants aged 18 years or over at the date of signing the form. However, applications can be made for those aged 16 and 17 years of age. The decision to vet 16 and 17 year olds is a policy decision for the organisation in question and this is not a legal requirement.

Where an application is being made for a 16 or 17 year-old the consent of the parent/carer/and/or legal guardian must also be obtained. This is done by asking them to fill out the form, Parent/Guardian Consent Form (NVB 3). In addition, the email address and telephone number provided on the e-vetting invitation form is the email address and telephone number of the parent/carer and/or legal guardian (not the young person). Proof of identity must also be obtained for the parent/carer and/or legal/guardian and the young person.

Note 2 Vetting is not required for a person if his/her ministry, work or activity with children or young people is merely incidental to his/her ministry, work or activity with others who are not children or young people or vulnerable adults. In other words, vetting is not required for church personnel who may come into contact with, but do not minister or work directly with, children or young people or vulnerable adults, excluding those who fall into Category 1-3 above.

Examples of Roles that typically WILL Require Vetting (This list is not exhaustive)

- Clergy (bishops, priests, brothers, deacons, visiting clergy who provide short to long-term cover).
- Sacristans.
- Youth group leaders such as those responsible for youth choirs, youth clubs, Pope John Paul II Award leaders, youth liturgy groups.
- Supervisors of altar servers.
- Ancillary staff in schools, e.g., SNAs, caretakers.
- Leaders of the *Do This in Memory* Communion programme who have contact with children outside of the public Sunday liturgy.
- Leaders of the *You Shall Be My Witnesses* Confirmation programme.
- Eucharistic ministers who have been commissioned to bring the Eucharist to homes, hospitals, care homes and other institutions where there may children or young people and/or vulnerable adults present.
- Other roles that bring a person into direct contact with children or young people or vulnerable adults through his/her ministry, work or activity.

Examples of Roles that Typically WILL NOT Require Vetting:

- Church/Parish secretaries.
 - Collectors.
 - Car park attendants.
 - Those present in the sacristy who do not have an official role with children or vulnerable adults.
(however, these adults should never be left unsupervised with children or vulnerable adults).
 - Readers of the Word unless they have a dual role which directly involves contact with children or young people or vulnerable adults.
 - Eucharistic ministers who only distribute the Eucharist within the main body of the church during public Mass or other liturgical celebrations.
 - Other roles whose contact with children or young people or vulnerable adults is merely incidental while they are carrying out their ministry, work or activities with those who are not children or young people or vulnerable adults.
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Vetting Process

Vetting applications for individual members of the province, staff and volunteers and/or visiting Dominicans must be done through the Provincial Office.

The NVB1 Form must be completed, signed and dated by the vetting subject prior to the submission of a vetting application. The province must now validate identity documents in person to ensure the required validation process is completed in accordance with the requirements of the National Vetting Bureau of An Garda Síochána. All the relevant required documentation must then be forwarded to the Provincial Office

Applications for vetting are now submitted electronically in a process known as e-vetting. However, if the applicant does not have access to an electronic device and/or requires assistance in completing the online process, they can contact the Safeguarding Office for support in submitting their vetting application manually and/or online using an agreed email contact address.

Once submitted by the Provincial Vetting Office to the respective Diocesan Vetting Office, the vetting applicant will receive an email directly from the Garda Vetting Bureau with an online questionnaire. The Provincial Vetting Office does not have access to, nor receive a copy of, the answer provided by the vetting subject in the online questionnaire.

Vetting Disclosure

On completion of the vetting process, An Garda Síochána will issue a vetting disclosure to the respective Diocesan Vetting Office. All vetting Disclosures are stored securely in the Safeguarding Office.

Re-Vetting

Vetting is required to be completed every three years.

Proof of Identity

Two forms of identification must be produced to validate the identity of the applicant when completing the E-Vetting Invitation Form (NVB 1 Form). See below Documentation Table of required ID issued by the Garda National Vetting Bureau.



Accepted Documentation Table (applicants over 18)

The Garda National Vetting Bureau will only accept the following ID Documentation when processing vetting applications.

Category	Document Type
Identification	Passport from country of citizenship
	Irish Driving Licences or Learner Permit (new credit card format)
	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, (i.e. gas, electricity, television, broadband, waste & TV licence – issued in the last 6 months)
Government Bodies	Correspondence from government departments
Local Authorities	Correspondence from Local Council confirming residency

Accepted Documentation Table (Applicants Under 18)

Only in circumstances where an applicant under the age of 18 that does not have documentation outlined in the accepted documentation table will the following be accepted, two documents must be submitted, one document must be the birth certificate.

Category	Document Type
Identification	Birth Certificate
	Passport from a country of citizenship
	Written statement by a school principal confirming attendance (on school letterhead)

POLICE VETTING - Northern Ireland

Vetting applications for individual members of the province residing in Northern Ireland, and/or visiting Dominicans to the community, and/or engaged in parish missions/retreats will be processed through the respective Diocese where the community or parish mission is located.

Police vetting is then submitted to the Northern Ireland Diocesan vetting office who submits the application to Access Northern Ireland to be processed. The Provincial Vetting Office personnel will provide the required guidance for this process.

