



Garda Vetting Policy

for Howth Sutton Autism Friendly Community CLG

Introduction

Howth Sutton Autism Friendly Community CLG is committed to ensuring the safety and well-being of children and vulnerable adults. As part of this commitment, all volunteers and staff who interact with these groups must undergo Garda vetting.

This policy outlines the procedures for Garda vetting in compliance with Irish law and the guidelines set forth by the National Youth Council of Ireland.

Scope

This policy applies to all volunteers and staff aged 18 and over who wish to participate in activities with Howth Sutton Autism Friendly Community CLG. Volunteers under 18 can also be vetted with parental or guardian consent. The policy details the vetting process, including procedures for handling vetting disclosures and managing concerns.

1. Garda Vetting Requirement

- All volunteers and staff aged 18 and over must be Garda vetted through the relevant vetting process.
- Volunteers under 18 can be vetted with the consent of their guardians, who must sign the necessary forms.

2. Application and Induction Process

- All volunteers and staff must complete and submit the required vetting forms to the relevant vetting officer of Howth Sutton Autism Friendly Community CLG.
- Once clearance is received, volunteers and staff will be allowed to participate in activities.
- All volunteers and staff must complete an induction and safeguarding training provided by The National Federation of Arch Clubs or access the Tusla Child First Programme via the provided link: [Tusla Child First Programme](#).

3. Protocol for Garda Vetting

Step 1: Submission of Vetting Invitation Form (NVB 1)



- The vetting applicant receives a Vetting Invitation Form (NVB 1) from the relevant officer of Howth Sutton Autism Friendly Community CLG..
- The form must be completed, signed, and returned with identification documents totalling 100 points (see appendix for accepted documents and their point values).

Step 2: Verification and Submission

- The relevant officer verifies the applicant's identity and retains copies of the ID documents.
- The completed Vetting Invitation Form is sent to the Vetting Liaison Person.

Step 3: Online Vetting Application

- The Vetting Liaison Person reviews the form and, if correct, emails the applicant a unique reference number and link to the online vetting application system.
- The applicant completes the online application form, which is then reviewed and submitted by the Liaison Person to the National Vetting Bureau.

Step 4: Processing and Disclosure

- The National Vetting Bureau processes the application and sends a vetting disclosure to the National Federation of Arch Clubs.
- All documents and disclosures are managed in line with GDPR and Safeguarding Trust guidelines.

4. Vetting of 16- and 17-Year Olds

- Applicants aged 16 and 17 must complete the NVB1 form, with their parent or guardian's email and contact number.
- A Parent/Guardian Consent Form (NVB3) must accompany the NVB1 form.

5. Handling Concerns

Disclosure Review

- Upon receiving a vetting disclosure, the National Federation's designated panel reviews the information.
- Disclosures of convictions, pending prosecutions, or specified information will be assessed on a case-by-case basis.

Decision-Making Process

- The panel considers various factors, including the nature and timing of the offence, the applicant's conduct since the offence, and any mitigating circumstances.



- The panel may seek input from the Child Protection Officer, who will be provided with the relevant details of the disclosure.

Possible Outcomes

- **Appointment Approved:** The individual is deemed suitable to work with children and vulnerable adults.
- **Appointment with Restrictions:** The individual is suitable but with specific restrictions to avoid areas of potential re-offence.
- **Appointment Refused:** The individual is deemed unsuitable to work with children or vulnerable adults.

6. Joint Vetting Agreements

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016 allows for joint vetting agreements between relevant organisations.
- Such agreements enable sharing of vetting disclosures for joint activities, ensuring compliance and safeguarding measures are in place.

7. Compliance and Monitoring

- Howth Sutton Autism Friendly Community CLG will regularly review and update this policy to ensure compliance with current laws and best practices.
- Regular audits will be conducted to ensure adherence to the policy and identify areas for improvement.

8. Contact for Queries

- For any queries or issues regarding the Garda vetting process, individuals should contact a committee member.

Conclusion

Howth Sutton Autism Friendly Community CLG is dedicated to ensuring the safety and protection of children and vulnerable adults. This Garda Vetting Policy demonstrates our commitment to maintaining a secure environment and upholding the highest standards of compliance with relevant laws and regulations.

Appendix: Documents Accepted for Identification Verification and Points Value

1. Passport - 70 points



2. Irish Driving Licence - 80 points
3. Birth Certificate - 50 points
4. Utility Bill (dated within the last 6 months) - 35 points
5. Bank Statement (dated within the last 6 months) - 35 points
6. Other forms of identification as specified by the National Vetting Bureau.

(Note: The above is a simplified list. Please refer to the full list provided by the National Vetting Bureau for detailed information on acceptable documents and their point values.)

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