



# Garda Vetting Policy

Registered Charity No. 20154240

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## **Background:**

Garda vetting is important to protect the most vulnerable in our society. If an individual applies for a volunteer role on behalf of Thrombosis Ireland that requires Garda vetting, Thrombosis Ireland must ensure that the vetting is carried out before the activity is commenced. Garda Vetting is the process by which the National Vetting Bureau (NVB) gives a statement (disclosure) on whether a person has any convictions-pending or completed-recorded against their name.

## **Scope:**

Thrombosis Ireland identifies the various activities conducted by Thrombosis Ireland where vetting of Thrombosis Ireland personnel may be required by referencing schedule 1 and 2 of the National vetting bureau (children and vulnerable persons) act 2012 and through ongoing risk assessment.

Thrombosis Ireland organizes and documents Garda vetting as per the process outlined in this document.

Members participating in youth events do not require vetting.

Activities captured under Schedule 1 and 2 that are relevant to Thrombosis Ireland Work or activities and may relate to children or vulnerable people:

- 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,
- 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.
- 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.
- 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.

- 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.

**It is essential to not vet unnecessarily.**

- a) An organization or person who contravenes their legal requirements shall be guilty of an offence (fine of 10,000 Euro or prison sentences of up to 5 years)
- b) To vet someone unnecessarily is a breach of Data Protection as potentially sensitive data has been disclosed

**Procedure**

Thrombosis Ireland identifies those activities and individuals who require vetting, this is the responsibility of the founder to raise at the meeting and the board to agree and minute.

The process of garda vetting implementation is managed by the CEO.

1. Individuals who require Garda Vetting will receive a Vetting Application Form, including guidance on how to complete the form (NVB 1) from Thrombosis Ireland once the need for Garda vetting has been established.
2. The applicant completes the application form (NVB 1) and returns it to the Founder, Thrombosis Ireland. He or she must sign the form, thereby providing authorisation for the Garda Vetting process.
3. The CEO then fills in the Garda Siochana National Vetting Form (NVB2) and submits it to Dun Laoghaire Rathdown Volunteer Centre who then sends the form on to the National Vetting Bureau.
4. Where a person applying for vetting is under 18 years of age, a declaration of consent must be made on his/her behalf by a parent or guardian of the person including the email address of the parent / guardian (NVB3).
5. On receipt of an application for vetting disclosure in respect of a person concerning relevant work or activities, the National Vetting Bureau will make such enquiries with an Garda Síochána or a Scheduled organisation as it deems necessary to establish whether there is any criminal record or specified information relating to the person.
6. A Garda Vetting disclosure is issued directly to the liaison person in Dun Laoghaire Rathdown Volunteer Centre and is then forwarded to our Garda Vetting Officer.
7. An individual vetting subject may obtain a copy of their Garda Vetting disclosure from Dun Laoghaire Rathdown Volunteer Centre.

**Responsibilities of Thrombosis Ireland**

- a) Identify activities and personnel that require garda vetting and minute at board meetings.
- b) Oversee the vetting process, ensuring that it is complete before activities occur.
- c) Document and archive details of the individuals been vetted to include date of vetting, type and date of activities covered, requirement for re vetting and any other information that is pertinent and aligned with TI GDPR policy.
- d) Retain a copy of the NVB1 whereby the person being vetted has given their permission.
- e) Proof of Identity: Keep on record a copy of proof of identify of the individual been vetted to include
  1. Photo ID (e.g. passport)
  2. Proof of current address (e.g. Utility Bill)

### **Considerations to ensure smooth application process for Garda Vetting:**

- a. Thrombosis Ireland must include the role being vetted for, on the form and know they can justify the application for vetting this person for this position.
- b. Incorrect applications may require a totally new application to be submitted and incur extra time, costs and may invalidate the resulting disclosure.
- c. If the Applicant has computer access or literacy problems, the Thrombosis Ireland email can be used to submit the application.
- d. Applications can be hard copy or on-line, online is quicker and can be tracked.
- e. The form is validated by Dun Laoghaire Rathdown Volunteer Centre.
- f. If the form is completed correctly, it is submitted to NVB who process the application.
- g. The disclosure is made available to Thrombosis Ireland and is only accessible for 30 days.
- h. PDF of disclosure is then transferred to Thrombosis Ireland Garda Vetting Officer.
- i. Disclosure must be made available to the vetting subject if requested.
- j. Thrombosis Ireland will retain a copy of the disclosure for 3 years, this will be archived with other relevant information as documented above under Responsibilities of Thrombosis Ireland
- k. It is Thrombosis Ireland policy to renew every 3 years if an individual continues to do activities that require garda vetting.
- l. Garda vetting 100 point checklist is a comprehensive tool to support relevant garda vetting procedures.

### **References:**

- National vetting bureau (children and vulnerable persons) act 2012 found at:  
<http://www.irishstatutebook.ie/eli/2012/act/47/enacted/en/pdf>
- Garda Vetting Information Pack Version 1 2016
- Garda vetting 100 point checklist Supporting
- Guidelines for completing Vetting Invitation Form (NVB 1)
- Garda Siochana National Vetting Form (NVB2)
- Parent Consent Form NVB3
- Garda Vetting 100 ID Check