



Policy and procedures in relation to

Garda Vetting

by City of Dublin Education and Training Board
under the
National Vetting Bureau (Children and Vulnerable Persons) Act 2012

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Introduction

Purpose

City of Dublin Education and Training Board (ETB) is committed to practices which safeguard the welfare of students, young people and vulnerable persons. This policy is intended to ensure that comprehensive measures are in place within the organisation to uphold that commitment.

Policy Statement

City of Dublin ETB is a relevant organisation under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 (hereinafter referred to as the “Act”). City of Dublin ETB also provides vetting services for affiliate organisations.

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 (see Glossary of Terms), will require the person to be vetted in accordance with the above “Act” and with City of Dublin ETB and National Vetting Bureau procedures.

Legal and Regulatory Framework:

Vetting applications will be processed in accordance with, inter alia:

- Child Protection procedures
- National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016
- Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016
- Children First Act 2015
- Teaching Council (Amendment) Act 2015
- Data Protection Act 1988 to 2018
- Department of Education and Skills Circular Letter 0031/2016 and subsequent circular letters
- National Vetting Bureau procedures
- CDETБ procedures

City of Dublin ETB is registered with the National Vetting Bureau.

Confidentiality

City of Dublin ETB wishes to emphasise that all details relating to an individual’s vetting application is received and processed in confidence. All disclosures received from the National Vetting Bureau are accessible only to the Liaison Person(s) and shared in private with appropriate personnel (e.g. Directors/Principals/Heads of Centres), only when the need arises for a meeting with an applicant.

Glossary of Terms

The “Act” – National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016

Definition of a child – The definition of a child is a person under the age 18 years.

Definition of a vulnerable person – A vulnerable person means a person, other than a child, who is suffering from a disorder of the mind, whether as a result of mental illness or dementia, has an intellectual disability, is suffering from a physical impairment, whether as a result of injury, illness or age, or has a physical disability, which is of such a nature or degree as to restrict the capacity of the person to guard himself or herself against harm by another person, or that results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing or bathing.

Disclosure – A disclosure is the document received from the National Vetting Bureau in respect of each application which will indicate whether or not there is a criminal record and /or specified information held in respect of the applicant.

Liaison Person – This is the person who is responsible for the vetting process in City of Dublin ETB. His/her role is to act as the point of contact between the National Vetting Bureau and City of Dublin ETB as well as ensuring all vetting applications are completed and disclosures, where necessary, are assessed and communicated to the individual in a timely manner.

Vetting Clerk – The role of the Vetting Clerk is to act as administrator of the vetting process to support the Liaison Person, act as point of contact and to validate identity of applicants for employment/engagement.

Identity Verifier – The role of the Identity Verifier at each school/centre/programme is to assist in the ‘validation of identity’ process and to ensure appropriate records as necessary are kept on file on behalf of the organisation.

Vetting Co-ordinator – The role of the Vetting Co-ordinator at each school/centre/programme is to complete the e-Vetting Batch Form and send it to the Clerk User and to liaise with the Clerk User and Liaison Person as necessary.

Section 1

Vetting for City of Dublin ETB Staff

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General

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 or vulnerable persons will require the person to be vetted in accordance with the [National Vetting Bureau \(Children and Vulnerable Persons\) Act 2012](#) and in accordance with procedures as prescribed by the National Vetting Bureau.

Persons who are considered for employment with City of Dublin ETB, or its Affiliated Organisations must be vetted in accordance with the organisation's Vetting Policy which is underpinned by the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Vetting Structures – Points of Contact

Liaison Person

In accordance with the Act, the ETB has a number of persons nominated as Liaison Person. This replaces the previous nomenclature of Authorised Person. The purpose of the Liaison Person is to have a finite number of people dealing with the vetting process as well as to maintain the integrity of the operations between organisations and the Vetting Bureau. This reduces unnecessary duplication and provides a cleaner operating system to manage the long term process.

The Liaison Person for vetting of staff is located in the [Human Resources Department](#).

Clerk Users (CU)

The Act also provides for the establishment of Clerk Users whose purpose is to assist in the administration of the vetting process, to support the Liaison Person, act as point of contact and to validate identity of applicants. City of Dublin ETB will have a number of Clerk Users identified.

The Clerk User for vetting of staff is located in the [Human Resources Department](#).

Nominated Person

City of Dublin ETB will also in certain College/Centres have a person designated as a Nominated Person. The purpose of such a role is to assist in the validation of identity process. There may be more than one Nominated Person per location which may include Principal, Deputy Principal and/or administration staff/management.

Validation Procedure

Validating the identity of a person for vetting is a requirement under the Act. Such validation will require the person for vetting to submit with their vetting form the following documentation;

- Passport **or** Driving Licence (new credit card format) **or** Irish Public Services Card **and**
- Revenue Commission Employment Detail Summary (with home address) **or** recent utility bill (*mobile phones bills not acceptable*) **or** Bank/Credit Union statement

As recommended by the National Vetting Bureau, the 100 point personal identification system is utilised if a person is not in a position to provide one of the above documents outlined above. In such instances the

Nominated Person shall use the 100 point checklist to ensure that alternative documentation is submitted which total the 100 points. A copy of the checklist is attached at [Appendix 1](#).

The College/Centre Manager will ensure that new entrants are notified that such validation must be presented, with their completed vetting form, in person to the nearest Clerk User/Liaison Person.

Clerk Users or a Nominated Person shall validate proof of identity by viewing, copying the original and signing the photocopy that they are confirming that they have had sight of the original. The Principal/Manager will then forward the completed vetting form with signed photocopies of proof of identity to the Liaison Person.

Application for Vetting Disclosure

The same vetting process applies to both new entrants and existing staff.

New entrants

- For new entrants, confirmation of appointment is subject to satisfactory Garda vetting, which **must be completed in advance** of taking up duty.
- Applicants for teaching positions must have current [Teaching Council Registration](#) and supply a copy of their Vetting Disclosure as part of the recruitment process **in advance of taking up duty**.
- Applicants for all other positions will be given the appropriate vetting form by the person who will be responsible for their appointment.

Existing Staff

- Existing staff will be required to submit to vetting in accordance with ETB vetting policy.
- Staff, who have undergone the vetting process as part of the recruitment process, or as part of the retrospective vetting will be re-vetted **in accordance with relevant circular letters issued by the Department of Education and Skills**.
- Staff employed as a teacher, where registration with the Teaching Council of Ireland is required as part of their employment, will be vetted in accordance with Teaching Council standards. In such circumstances staff will be required to submit up to date disclosure documents as and when required by the ETB.
- Teaching staff returning from a career break of two years are subject to garda vetting **in accordance with relevant circular letters issued by the Department of Education**.

Contractors

In the majority of cases, contractors will not meet the necessary criteria to require vetting i.e. undertaking 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 or vulnerable persons will require the person to be vetted in accordance with the [National Vetting Bureau \(Children and Vulnerable Persons\) Act 2012](#) and in accordance with procedures as prescribed by the National Vetting Bureau.

In cases where there is uncertainty as to whether/not the contractor meets the definition above, a risk assessment should be carried out to determine if vetting is required (See Section 3)

e-Vetting

Applicants must return the signed hard copy of the completed **Vetting Invitation Form** (Appendix 2) including proof of identity as specified above, to the nearest Clerk User/Nominated Person. Where forms are notarised and collected by the Nominated Person, such forms will be forwarded to City of Dublin ETB 's Human Resources Department for processing by the Liaison Person. This form will contain the basic information required for the e-Vetting system.

- The relevant CU/LP will validate data, authorise and input the information from the hard copy form into the e-Vetting system in order for an invitation to issue to the applicant.
- Applicants will receive a link via the email address supplied to complete the vetting process on-line. This must be completed as soon as possible as the invitation is time sensitive and has an expiry date.
- The vetting disclosure document, is made available to the LP in electronic format through the system (Appendix 5).
- Disclosure documents will be downloaded, printed and saved in Human Resources.
- City of Dublin ETB will assess the disclosure in accordance with the guidelines contained under assessment.
- A copy of the disclosure notice will issue to the applicant if requested.
- Where required relevant Managers will be advised of the assessment outcome.

CDETb Assessment Process

- All the information disclosed by the Bureau will be considered when assessing the suitability of the person who is the subject of the disclosure to do relevant work or activities.
- New entrants will not be allowed to commence employment until the assessment has been completed. Where satisfactory vetting has not been obtained provisional offer of employment will be withdrawn immediately.
- Existing staff who fail to maintain satisfactory vetting will be subject to disciplinary proceedings and may have their employment terminated.
- Satisfactory vetting will be determined by the ETB and decisions are final

In assessing the contents of a disclosure document in respect of Criminal Records and/or Specified Information the following will be applied:

A. *No Convictions Recorded*

Where nil convictions are recorded the offer of employment will be confirmed (subject to all other conditions associated with the offer being met).

B. *Criminal Record*

A criminal record in relation to a person, means –

- (a) A record of the person's convictions, whether within or outside the State, for any criminal offences, together with any ancillary or consequential orders made pursuant to the convictions concerned, and/or
- (b) A record of any prosecutions pending against the person, whether within or outside the State, for any criminal offence.

1. *Motoring Offences :*

Generally, even when disclosed motoring offences will have no relevance for appointment to post and/or services except where the person is being considered for a post / service that will

require them to have hold a clean driving licence. In such circumstances automatic exclusion for appointment to post and/or services will apply

2. *Minor Public Order Offences:*

The following convictions under the Criminal Justice (Public Order) Act 1994:

- Section 4 (Intoxication)
- Section 5 (Disorderly conduct)
- Section 6 (Threatening, abusive or insulting behaviour)
- Section 7 (Distribution or display of material which is offensive)
- Section 8 (Failure to comply with direction of Garda)
- Section 9 (Wilful obstruction)

Any disclosure which contains a criminal record, in respect of Minor Public Order Offences will be considered by the Manager in Charge of Vetting and a Director of Services having regard to the post / services for which the person has applied. The decision makers will discuss the potential risk of the offence and may decide to meet with the individual to seek additional information. Once the decision makers are satisfied that they have all relevant information a decision will be made and communicated as to whether an offer of employment will be confirmed (subject to all other conditions associated with the offer being met) or not.

C. *Specified Information*

Specified information in relation to a person who is the subject of an application for vetting disclosure means information concerning a finding or allegation of harm to another person that is received by the Bureau from –

- The Garda Síochána pursuant to an investigation of an offence or pursuant to any other function conferred on the Garda Síochána by or under any enactment or the common law

or

- a scheduled organisation pursuant to Section 19 of the Act

In respect of the person and which is of such a nature as to reasonably give rise to a bona fide concern that the person may –

- i. harm any child or vulnerable person
- ii. cause any child or vulnerable person to be harmed
- iii. put any child or vulnerable person at risk of harm
- iv. attempt to harm any child or vulnerable person, or
- v. Incite another person to harm any child or vulnerable person

Specified information disclosure will mean automatic exclusion for appointment to post and/or services given the basis in which specified information is imparted by the National Vetting Bureau and that the individual is given a right of appeal to the Chief Bureau Officer.

Data Protection

All information received by City of Dublin ETB in respect of vetting shall not be used by or disclosed for any other purpose than assessment of suitability for appointment and/or services.

All records will be kept in accordance with City of Dublin ETB's Data Protection Policy and Records Retention Schedules which states that the record of outcome should be retained for 12 months. Following this HR will retain the reference number and date of disclosure on file which can be checked with An Garda Siochana in the future.

Section 2

Vetting for City of Dublin ETB:

Learners and Volunteers

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General

Persons who are considered for courses with City of Dublin ETB, or its Affiliated Organisations, where the course necessitates the learner completing work experience where within such a placement, that person will be performing relevant work or activities for the purposes of the Acts, must be vetted in accordance with the City of Dublin ETB's Vetting Policy which is underpinned by the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Prior to a learner being placed in a placement setting and the commencement of any relevant work or activities for the purposes of the Acts, the learner will furnish the placement setting with a copy of the vetting disclosure received by the ETB and made available to the student under the Acts.

The vetting procedures for students, trainees and adult learners are also used to vet Volunteers.

Vetting Structures – Points of Contact

Liaison Person

In accordance with the Act, the ETB has a number of persons nominated as **Liaison Person**. This replaces the previous nomenclature of Authorised Person. The purpose of the Liaison Person is to have a finite number of people dealing with the vetting process as well as to maintain the integrity of the operations between organisations and the Vetting Bureau. This reduces unnecessary duplication and provides a cleaner operating system to manage the long term process.

Clerk Users

The Act also provides for the establishment of **Clerk Users** whose purpose is to assist in the administration of the vetting process, to support the Liaison Person and to act as point of contact. City of Dublin ETB has a number of Clerk Users identified.

For student, trainee, adult learner and volunteer vetting, the Clerk Users are located in City of Dublin ETB's Corporate Services Section.

Nominated Person

City of Dublin ETB will also in certain College/Centres have a person designated as a **Nominated Person**. The purpose of such a role is to carry out the validation of identity process and to ensure appropriate records are kept on file in the College/Centre on behalf of the organisation. There may be more than one Nominated Person per location which may include Principal, Deputy Principal, Teacher and/or administration staff.

Validation Procedure

Validating the identity of a person for vetting is a requirement under the Act. The **Nominated Person** in each centre is responsible for validating proof of identity by viewing, copying the original and signing the photocopy confirming that they have had sight of the original. The person validating the identity will file the photocopy in the centre to be available to the Liaison Person upon request.

Validation will require the person for vetting to submit with their vetting form the following documentation;

- Passport **or** Driving Licence (new credit card format) **or** Irish Public Services Card **and**
- Revenue Commission Employment Detail Summary **or** recent utility bill (mobile phones bills not acceptable) **or** Bank/Credit Union statement

As recommended by the National Vetting Bureau, the 100 point personal identification system ([Appendix 1](#)) is utilised, if a person is not in a position to provide one of the documents outlined above. In such instances 100 point checklist will be used to ensure that alternative documentation is submitted which total the 100 points.

Application Process e-Vetting

The same vetting process applies to all learners and volunteers.

- Each College/Centre arranges for the Learner to complete the Vetting Invitation Form (Appendix 2)
- Completed forms are returned to the nominated person(s) in the College/Centre who will undertake the validation process (see previous section).
- The nominated person(s) lists the Vetting Form(s) on the Batch Header (Appendix 3) and will sign the statement confirming that he/she has confirmed that the identity of each of the applicants listed has been verified and copies of the documents used for verification are held on the applicant's file.
- For applicants who are under 18 years of age, Vetting Invitation Forms must be accompanied by a completed Parental Consent Form (Appendix 4).
- The signed Batch Header together with the completed, validated Vetting Forms are submitted to the Clerk User/Liaison Person for processing.
- Proof of identity documentation **should not be submitted** with the Batch Header and Vetting Forms.
- The Clerk User will check that all forms are filled in correctly (forms with information missing will be returned to the College/Centre).
- Clerk User will input the data into the e-vetting system in order for an invitation to issue to the applicant.
- The Clerk User will assign a reference number to the Batch Header and note the date of input into the e-vetting system. A copy of the Batch Header will be returned to the College/Centre as acknowledgement of receipt and notification of input date.
- Applicants will receive a link via the email address supplied to complete the vetting process on-line. This must be completed as soon as possible as the invitation is time sensitive and has an expiry date.
- The vetting disclosure document is made available to the Liaison Person in electronic format through the e-vetting system.
- Disclosure documents will be downloaded and forwarded to the Nominated Person in each College/Centre for assessment and distribution to applicants. No copies are held centrally.
- The College/Centre authorities will assess the disclosure in accordance with the guidelines outlined below (Assessment Process). Where required the College Principal (or nominated Officer) will discuss the

outcome with the student regarding their continued participation on the course and/or referral to the appropriate Guidance Services.

ETB Assessment Process

- All the information disclosed by the Bureau will be considered when assessing the suitability of the person who is the subject of the disclosure to do relevant work experience or activities.
- Satisfactory vetting will be determined by City of Dublin ETB and decisions are final

In assessing the contents of a disclosure document in respect of Criminal Records and/or Specified Information the following will be applied:

A. *No Convictions Recorded*

Where nil convictions are recorded there will be no effect on the student's ability to complete their chosen course.

B. *Criminal Record*

A criminal record in relation to a person, means –

- (a) A record of the person's convictions, whether within or outside the State, for any criminal offences, together with any ancillary or consequential orders made pursuant to the convictions concerned, and/or
- (b) A record of any prosecutions pending against the person, whether within or outside the State, for any criminal offence.

1. *Motoring Offences:*

Generally, even when disclosed motoring offences will have no relevance except where the person is being considered for a post / service that will require them to have hold a clean driving licence. In such circumstances the work experience employer may apply an automatic exclusion for engagement.

2. *Minor Public Order Offences:*

The following convictions under the Criminal Justice (Public Order) Act 1994:

- Section 4 (Intoxication),
- Section 5 (Disorderly conduct),
- Section 6 (Threatening, abusive or insulting behaviour),
- Section 7 (Distribution or display of material which is offensive),
- Section 8 (Failure to comply with direction of Garda),
- Section 9 (Wilful obstruction).

Any disclosure which contains a criminal record, in respect of Minor Public Order Offences will be considered by the relevant Principal/Head of Centre having regard to the course for which the person has applied. The decision makers will discuss the potential risk of the offence and may decide to meet with the individual to seek additional information. Once the decision makers are satisfied that they have all relevant information a discussion will take place with the student in respect of whether it is possible for the student to obtain work experience or whether the student wishes to transfer to an alternative course.

C. Specified Information

Specified information in relation to a person who is the subject of an application for vetting disclosure means information concerning a finding or allegation of harm to another person that is received by the Bureau from –

- The Garda Síochána pursuant to an investigation of an offence or pursuant to any other function conferred on the Garda Síochána by or under any enactment or the common law

or

- a scheduled organisation pursuant to Section 19 of the Act

In respect of the person and which is of such a nature as to reasonably give rise to a bona fide concern that the person may –

- i. harm any child or vulnerable person,
- ii. cause any child or vulnerable person to be harmed,
- iii. put any child or vulnerable person at risk of harm,
- iv. attempt to harm any child or vulnerable person, or
- v. Incite another person to harm any child or vulnerable person.

Specified information disclosure will mean automatic exclusion from a course given the basis in which specified information is imparted by the National Vetting Bureau and that the individual is given a right of appeal to the Chief Bureau Officer.

Details of what is contained in a disclosure notice and the appeal process regarding Specified Information can be found at Appendix 4

Data Protection

All information received by City of Dublin ETB in respect of vetting shall not be used by, or disclosed for any other purpose than assessment of suitability for appointment and/or services.

All records will be kept in accordance with City of Dublin ETB's Data Protection Policy and Records Retention Schedules. For learners and volunteers, records relating to Vetting will be kept (in his/her College/Centre) for one year. Thereafter, the applicant's response reference number will be retained for future reference if required.

Section 3

Risk Assessment

Risk Assessment

There are a number of situations where vetting is not required. These exceptions involve relevant work or activities undertaken in the course of:

- A family relationship (whether for commercial consideration, or not)
- A personal relationship (so long as not for commercial consideration)
- **Occasional assistance** by an individual (for no commercial consideration, and not in 5 specified activities).

Section 3(1) (c)

This Act shall not apply to any of the following, namely:

(c) the giving of assistance by an individual –

- (i) on an occasional basis, and*
- (ii) for no commercial consideration*

at a school, sport or community event or activity, other than where such assistance includes the coaching, mentoring, counselling, teaching or training of children or vulnerable persons.

S.3(1) (c) is a crucial part of the legislation.

- Giving of assistance
- By an individual
- On an occasional basis and
- For no commercial consideration
- At a school or
- At a sports event or sports activity or
- At a community event or community activity.

‘Other than’ (which means ‘except when’)

Such ‘other than’ assistance (which is precluded) includes anything that can be interpreted as **Coaching** or **Mentoring** or **Counselling** or **Teaching** or **Training** children or vulnerable persons.

‘For no commercial consideration’

What is consideration? At law, for a contract to come into existence, there needs to be 3 general elements in place:

- An offer
- Acceptance of an offer
- Consideration i.e. something passing from the person accepting the offer, to the person making the offer.

Consideration includes not merely money, and in the legislation it is not merely for ‘consideration’ but for ‘commercial consideration’.

So if money – or something else that can be classified as commercial consideration – is being exchanged, then where relevant work or activities are being carried out, the S3(1) (c) falls away, and the vetting legislation shall kick into effect.

So, under the legislation, where an individual occasionally gives assistance for no commercial consideration at a school, or a sports/community event or activity, then strictly so long as that assistance avoids (1) coaching, (2) mentoring, (3) counselling, (4) teaching or (5) training children or vulnerable persons, then that individual would not be required to go through the vetting legislation.

It is recommended that a Risk Assessment Form be completed for each person who does not fall into the following categories:

- Staff
- Learner
- Volunteer

See Appendix 6 for City of Dublin ETB's Risk Assessment Form

Section 4

Overseas Clearance

Information on Overseas Clearance

This applies to those undertaking relevant work or activities who have resided overseas for a period of 3 years or more (in line with Teaching Council requirements)

Please note: the Vetting form which you complete and return at the time of interview only covers addresses in the Republic of Ireland and Northern Ireland.

If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 3 years or more, it will be **mandatory** for you to furnish the Human Resources Section with a **Police Clearance Certificate** from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries.

Seeking security clearance(s) from other countries (e.g. UK, USA etc.) is the responsibility of the individual. It is a process which can take a significant amount of time. Therefore, if you are interested in pursuing work or activities within City of Dublin ETB we would strongly advise that you commence seeking international security clearances now. If you require overseas security clearance and are unable to produce it at the time of work offer then the offer may be withdrawn.

Note: Candidates who studied outside of Ireland e.g. in the UK, please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated after you left the UK.

For further information, please refer to the section below:

Country	Organisation/Body	Website:	
Abu Dhabi United Arab Emirates	Abu Dhabi Police	www.adpolice.gov.ae/en/	
Albania	Republic of Albania Ministry of Justice		Applicants should apply for a Deshimi at the local Office of Juridical State or at: Zyra e Gjendjes Gjyqësore Bulevardi “Zogu I” Tirana, Albania Tel/fax: +355 4 228292
Argentina	Ministerio de Justicia y Derechos Humanos	www.dnrec.jus.gov.ar/Default.aspx	For information on how to apply, visit the website of the Ministerio de Justicia y Derechos Humanos as listed.
Australia	Australian Federal Police	www.afp.gov.au	Complete the Australian Federal Police National Police Check (NPC) application form. Australian Federal Police Locked Bag 8550 Canberra City ACT 2601 Australia

Country	Organisation/Body	Website:	
Austria	Vienna Police Department – Criminal Records		<p>Residents: An application for a Criminal Records Check may be filed in Austria at police departments in main cities or at the mayor's office in smaller towns/villages.</p> <p>Non-residents Apply to an Austrian embassy or consulate or contact: Information Services Vienna Police Department – Criminal Records ("Strafregisteramt") Wasagasse 22, A-1090 Vienna, Austria</p>
The Bahamas	Royal Bahamas Police Force	https://forms.bahamas.gov.bs	<p>Applicants should apply with passport details, place of residence in The Bahamas, one photograph and a certified set of fingerprints, and pay the applicable fees.</p> <p>Requests can be made online to the local police station or to: Officer in Charge, Criminal Records Office P.O. Box N 458 Nassau, Bahamas</p>
Belgium	Embassy of Belgium in Dublin	www.diplomatie.be/dublin/	<p>Federal Public Service Justice Service du Casier Judiciaire Central 115 Waterloo Boulevard 1000 Brussels, Belgium Email: cjc-csr@just.fgov.be</p> <p>Email: tcorts@justicia.ad You may need a letter from the Teaching Council stating why the clearance is being requested.</p>
Bulgaria			<p>Residents: Apply in person for a Police Clearance Certificate at the regional court where you are registered</p> <p>Non-residents If you live outside Bulgaria, apply at the Bulgarian embassy.</p>
Canada	Royal Canadian Mounted Police	www.rcmp-grc.gc.ca/cr-cj/index-eng.htm	<p>How you apply depends on whether or not you are resident in Canada. For full information on how to apply visit the website.</p>
Chile		www.registrocivil.cl/	<p>Apply for a Certificado de Antecedentes para Fines Especiales online at Servicio de Registro Civil e Identificación (available in Spanish only)</p>

Country	Organisation/Body	Website:	
China PR	The Public Security Bureau (PSB) of China		<p>Residents Apply to your local Public Security Bureau.</p> <p>Non-residents Contact the Teaching Council.</p>
Cyprus	Criminal Record Office of the Cyprus Police	www.cyprusembassy.net/home/index.php?module=page&cid=1046	<p>Residents Apply to your local police station.</p> <p>Non-residents Apply to: Chief of Police Police Headquarters, P.O. Box 2022 Nicosia, Cyprus</p>
Denmark	Danish Police	www.fingerprintexpert.in/police-clearance-certificate-from-denmark.html	<p>Residents Apply in person at any police station.</p> <p>Non-residents Non-residents registered with the National Registry of Denmark, apply to: Rigspolitechefen, Afdeling D Kriminalregisteret P.O. Box 93 Landlystvej 34-40 2650 Hvidovre Denmark</p>
Dubai, United Arab Emirates	Dubai Police	www.dubaipolice.gov.ae	<p>Residents Apply to your local police department.</p> <p>Non-residents Apply to: Criminal Investigation Department Dubai Police General Headquarters P.O. Box 1493, Dubai, UAE</p>
Finland	The Finnish Police	www.poliisi.fi	<p>For information contact: Oikeusrekisterikeskus P.O. Box 157 FI-13101 Hämeenlinna, Finland Email: oikeusrekisterikeskus@om.fi</p>
France	Ministry of Justice	www.cjn.justice.gouv.fr	Online applications, which are free of charge, can be made through the website
Germany	Federal Office of Justice	www.bundesjustizamt.de	<p>Residents Apply for a police clearance certificate from the Federal Central Register of the Public Prosecutor General at the Federal Court of Justice.</p> <p>Non-residents Non-residents can apply for a "Führungszeugnis" to:</p>

Country	Organisation/Body	Website:	
Greece	Consular Section of the Embassy of Greece in Ireland	www.ypex.gov.gr/dublin	<p>Residents Apply for a Penal Certificate for General Purposes issued by: Ministry of Justice Division of Criminal Records Mesogion 96 11527 Athens Greece</p> <p>Non-residents Non-residents must apply through the Greek embassy or consulate.</p>
India	Embassy of India	www.passportindia.gov.in/AppOnlineProject/online/pccOnlineApp	<p>Residents Apply to the local Senior Superintendent/Superintendent/Commissioner/Deputy Commissioner/Additional Commissioner of Police, Station House Officer or the Regional Passport Office. See website.</p> <p>Non-residents Irish non-residents should apply to the Embassy of India – indcons@eircom.net</p>
Kazakhstan	Department of Legal Statistics and Special Records of the General Prosecutor of the Republic of Kazakhstan		Apply to the Department of Legal Statistics and Special Records of the General Prosecutor of the Republic of Kazakhstan.
Korea			Apply to the consular section of the Korean Embassy.
Italy	Ministry of Justice	www.giustizia.it/	<p>Contact the Office of the State Attorney, Judicial Records: Procura della Repubblica, Casellario Giudiziale Piazzale Clodio 1 00100 Roma (RM) Italy</p> <p>Further information and application forms can be found on the website.</p>
Japan	Metropolitan Police Department Japan	www.keishicho.metro.tokyo.lg.jp/foreign/apply/tokoue.htm#kaigai2	<p>Residents Apply to: The Police Certificate Sub-section 1st Foreign Affairs Section Tokyo Metropolitan Police Department 2-1-1, Kasumigaseki Chiyoda-Ku Tokyo, Japan</p> <p>Non-residents Contact the embassy or consulate.</p>

Country	Organisation/Body	Website:	
Korea (South)	Korean National Police Agency	www.police.go.kr	<p>Residents Request a Criminal (Investigation) Records Check Reply (범죄·수사경력 회보서) from a police station in the Republic of Korea.</p> <p>Non-residents Further information on applying from Ireland can be found at: http://irl.mofa.go.kr/english/eu/irl/visa/Police/index.jsp.</p>
Kyrgyzstan	Ministry of Internal Affairs		<p>Residents Contact: Ministry of Internal Affairs of Kyrgyzstan 469 Frunze Street Bishkek 720040</p> <p>Non-residents Contact the consular section of the nearest</p>
Lithuania	Embassy of the Republic of Lithuania to Ireland		Contact the Embassy.
Luxembourg	Criminal Records Office	www.luxembourg.public.lu/en/vivre/citoyennete/casier-judiciaire/index.html	<p>Apply to: Service du Casier Judiciaire Cité judiciaire – Plateau du Saint-Esprit Bâtiment BC – 1er étage L-2080 Luxembourg Email: casier.judiciaire@justice.etat.lu</p>
Malaysia	Ministry of Foreign Affairs	www.kln.gov.my/web/guest/home	
New Zealand	Ministry of Justice	www.justice.govt.nz/services/criminal-records	
Nigeria	Nigeria Police Force		<p>Residents Apply in person to: Central Criminal Registry Force C.I.D. Annex Alagbon Close Ikoyi Lagos, Nigeria</p> <p>Non-residents Apply by courier to: Commissioner of Police Central Criminal Registry Force C.I.D. Annex Alagbon Close Ikoyi Lagos, Nigeria</p>

Country	Organisation/Body	Website:	
Philippines	National Bureau of Investigation		<p>Residents Apply at the local National Bureau of Investigation (NBI)</p> <p>Non-residents. Apply to the nearest Philippine embassy or consulate, or directly to the National Bureau of Investigation Identification and Record Division Room 109, NBI Complex Taft Avenue, Manila Philippines</p>
Poland	The Ministry of Justice	ms.gov.pl/en/national-registers/national-criminal-register/	
Romania	Ministry of Administration and Home Affairs	www.mae.ro/en www.politiaromana.ro/act_e_necesar_e.htm	<p>Residents Apply for a Certificat de Cazier Judiciar to the county police inspectorate in your county of birth or residence.</p> <p>Non-residents Apply to the embassy at www.mae.ro or apply through the Inspectoratul General al Politiei in Romania. Police certificates may also be obtained by giving notarised power of attorney to a representative in Romania to apply on your behalf.</p>
Saudi Arabia			<p>Residents Apply to your nearest police station.</p> <p>Non-residents Contact the Teaching Council.</p>
Slovakia	Crime Register of the Attorney General's Office	www.genpro.gov.sk	<p>Residents Apply for a Výpis z Registra Trestov at any office of the public prosecution.</p> <p>Non-residents Apply at the Slovak embassy or consulate.</p>
South Africa	South African Police Service	www.saps.gov.za/services/applying_clearence_certificate.php	<p>Residents Apply at the local South African Police Service office.</p> <p>Non-residents Apply to: South African Police Service Criminal Investigation Department Private Bag X308</p>

Country	Organisation/Body	Website:	
Spain	Ministry of Justice Madrid	www.mjusticia.gob.es/cs/Satellite/en/1200666550200/Tramite_C/1215326258560/Detalle.html	Complete a Model 790 application available on the website. Central Office of Citizen Services, Ministry of Justice Plaza de Jacinto Benavente, 3 28012, Madrid
Sweden	Swedish National Police Board	www.polisen.se/en/Languages/Service/Police-Record-Extracts/	Full details are on the website.
Switzerland	Federal Office of Justice	www.e-service.admin.ch/crex/cms/content/strafregister/strafregister_en	
Thailand	Thai Embassy	www.thaiembassy.org/athens/en/travel/17406-Guidelines-for-foreign-Applciant-Applying-for-Thai.html	
The Netherlands	Ministerie van Justitie (Letter required from The Teaching Council)	www.justis.nl/producten/vog/certificatie-of-conduct/	
UK	Association Of Chief Police Officers Criminal Records Office	www.acro.police.uk/police/certificates.aspx	An International Child Protection Certificate is required for registration with the Teaching Council. Full instructions on how to apply are available on the website.
Ukraine	Ministry of Internal Affairs of Ukraine	www.mvs.gov.ua/ua/404/	
United Arab Emirates	Ministry of Interior	www.moi.gov.ae/en/	Residents Apply to the local police department Non-residents Apply to the relevant Emirate Police Directorate for which you need clearance.
United States of America	FBI background check	www.fbi.gov/about-us/cjis/identity-history-summary-checks	Full details on the website or apply to: FBI, Criminal Justice Information Services Division Attention: SCU, Mod D-2 1000 Custer Hollow Road, Clarksburg, West
Zimbabwe	Criminal Records Office		Residents Apply to: Criminal Records Office Criminal Investigations Department Headquarters P.O. Box CY 683 Causeway, Harare Zimbabwe Non-residents Contact the Teaching Council.

Appendices

Appendix 1: 100 point checklist

Appendix 2: Vetting Invitation Form

Appendix 3: Batch Header Form

Appendix 4: Parental Consent Form (for U18s)

Appendix 5: Disclosure document content and appeal
process re Specified Information

Appendix 6: Risk Assessment Form

Appendix 1: The 100 Points Checklist

All applicants are required, under the Act, to provide documents to validate their identity and current address. The combined score must be 100 or greater. Each applicant must provide at least one document in each of the two categories listed.

Identification	Score	Tick
Irish driving licence or learner permit (new credit card format)	80	
Irish Public Services Card	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	
Revenue Commission Employment Detail Summary	35	
Utility bill e.g. gas, electricity, television, broadband (must not 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	
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	
Recent arrival in Ireland (less than 6 weeks)		
•Passport	100	
Vetting Subject is unable to achieve 100 points**		
•Affidavit witnessed by a Commissioner for Oaths	100	
TOTAL (optimum score = 100 points)		

Appendix 2: Vetting Invitation Form



Vetting Invitation Form (NVB1 – V2) Guidelines for completion

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 NVB3 – 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 the NVB1 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 (or that of your Parent/Guardian if you are under 18 years of age), allowing one character/symbol per box. This is required as the invitation to e-vetting will be sent to this address. **Please ensure that if there are numbers in your email address, it is clear that they are numbers rather than letters.** For example, the number zero (0) can often be mistaken for the letter “O”, number one (1) for the letter “l” etc.
- 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 their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.

Your Ref:

Appendix 3: Batch Header Form



Vetting for Students, Trainees and Volunteers

Batch Header

College/Centre Name:		Centre No:	Head Office Ref:
Name of Course:			
Forms attached for: <i>(list applicants below with forms attached)</i>		For Head Office Use Only	
1		<input type="checkbox"/>	
2		<input type="checkbox"/>	
3		<input type="checkbox"/>	
4		<input type="checkbox"/>	
5		<input type="checkbox"/>	
6		<input type="checkbox"/>	
7		<input type="checkbox"/>	
8		<input type="checkbox"/>	
9		<input type="checkbox"/>	
10		<input type="checkbox"/>	
11		<input type="checkbox"/>	
12		<input type="checkbox"/>	
13		<input type="checkbox"/>	
14		<input type="checkbox"/>	
15		<input type="checkbox"/>	

(no more than 15 forms to be included in each batch)

Verification of applicant ID *(please tick box)*

I hereby confirm that the identity of each of the above-named applicants has been verified and copies of the documents used for verification are held on the applicant's file.



Signed: _____
Principal/Authorised Signatory

Date: _____

For Head Office use only					
Date Received:	/ / 20	Initials:	No Forms Confirmed:	/ / 20	Initials:
List of Names Confirmed:	/ / 20	Initials:	Input Date:	/ / 20	Initials:

APPENDIX 5: Disclosure document content and appeal process regarding Specified Information

Vetting Disclosure Document

A vetting disclosure document shall in respect of the person who is the subject of the application for vetting disclosure include:–

Particulars of the criminal activity (if any) relating to the person, and a statement of the specified information (if any) relating to the person which the Chief Bureau Officer has determined should be disclosed in accordance with the Act.

or

State that there is no criminal record or specified information in relation to the person.

Criminal Record

A criminal record in relation to a person, means –

A record of the person's convictions, whether within or outside the State, for any criminal offences, together with any ancillary or consequential orders made pursuant to the convictions concerned, and/or

A record of any prosecutions pending against the person, whether within or outside the State, for any criminal offence.

Specified Information

Specified information in relation to a person who is the subject of an application for vetting disclosure means information concerning a finding or allegation of harm to another person that is received by the Bureau from –

The Garda Síochána pursuant to an investigation of an offence or pursuant to any other function conferred on the Garda Síochána by or under any enactment or the common law

or

a scheduled organisation pursuant to Section 19 of the Act

in respect of the person and which is of such a nature as to reasonably give rise to a bona fide concern that the person may –

- harm any child or vulnerable person,
- cause any child or vulnerable person to be harmed,
- put any child or vulnerable person at risk of harm,
- attempt to harm any child or vulnerable person, or
- incite another person to harm any child or vulnerable person.

Assessment of Specified Information

The decision to disclose specified information requires the Chief Bureau Office to believe that the information in question is of such a nature as to give rise to a bona fide concern that the vetting subject may harm attempt to harm or put at risk of harm of harm a child or vulnerable person. The Chief Bureau Officer must also be satisfied that the disclosure is necessary, proportionate and reasonable in the circumstance in order to protect children or vulnerable persons.

The vetting subject shall be informed in writing by the Chief Bureau Officer of his/her intention to disclose specified information and shall furnish him or her with a summary of the specified information. The vetting subject shall also be informed that they may make a written submission in relation to the specified information concerned.

A person who is aggrieved by the determination of the Chief Bureau Officer may, no later than 14 days after the date of notification of the determination is sent to the person, appeal to an Appeal Officer against the determination.

The Appeals Officer may, in determining an appeal:–

Affirm, in whole or part, the determination of the Chief Bureau Officer,

or

Set aside the determination of the Chief Bureau Officer in whole or part and replace it with such other decision as the Appeals Officer considers appropriate.

An Appeals Officer shall inform the appellant and the Chief Bureau Officer in writing of his/her determination of an appeal and the reasons for it. A party to an appeal may appeal to the High Court on a point of law and such an appeal shall be final and conclusive.

Act requires that these staff are Garda vetted by the HSE and TUSLA respectively.

Appendix 6

Risk Assessment for National Vetting

Work Activity to be assessed: _____

Name of Person / Contractors: _____

Persons who are considered for employment and/or delivery of services with City of Dublin ETB or with its Affiliated Organisations must have the course and/or the work required vetted in accordance with its Vetting Policy which is underpinned by the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

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 or vulnerable adults (see the Vetting Policy for definitions) will require the person to be vetted in accordance with the above Act and in accordance with procedures as prescribed by the National Vetting Bureau.

Where it is deemed possible (3 rating) or upwards, vetting will be required prior to the person commencing work on site.

Will the work or activity, a necessary and regular part of which consists mainly of the person having access or contact to, or with children or vulnerable adults	Rating (insert number)	Vetting Required Y/N	Forms given to persons / contractor Y/N
Almost Certain (5)			
Likely (4)			
Possible (3)			
Not likely (2)			
Rare or Remote (1)			

Rating has not been applied for the following reason (please tick);

Work area cordoned / closed off

☐

Work / activities carried out after normal hours

☐

I confirm that the contractor / individual has been informed that National Vetting is required and that appropriate forms have been distributed on _____ (insert date).

I also confirm that the person will not commence work on site until such time as the vetting is complete and a copy of this form is forwarded to City of Dublin ETB' HR Department for the attention of the Liaison Person.

Signed _____ Title _____ Date _____
(print name)

Signed _____ Title _____ Date _____
(print name)