

## Parish Garda vetting policy & procedure from 1<sup>st</sup> January 2017

### Who is required to be vetted in your parish ?

All parish clergy , staff and volunteers who carry out their work/ministry in public must be Garda vetted. This is defined as any person who carries out their work/ministry in the church , church buildings i.e. Pastoral centres , Parish halls etc. Vetting also applies to those who work/minister in the community i.e. those who visit homes, hospitals, nursing homes etc.

Vetting for all the above should be renewed every three years. If you have volunteers who have been vetted in the last three years , there is no need to re-vet them until their three years are up.

### E-Vetting

All Garda vetting is now done on line through our office. The process is as follows :

#### Process

Please see Vetting Invitation (**Parish NVB 1**) form (This can be downloaded from our website [www.csps.dublindiocese.ie](http://www.csps.dublindiocese.ie) . You should give this to the applicant and ask him or her to complete Section 1 and 2. Please ensure the form is completed fully and clearly. Section 3 is to be completed by the Priest In Charge or person designated by the Priest. Please note that the Priest In Charge must sign the end of Section 3. At this point in the process you must validate the identity of the applicant (see below).

You should post the original Invitation Form to this office and keep a copy for your files. The applicant will then receive an email from NVB with their online application form (NVB 2). If they do not complete this within 30 days the form becomes invalid and they will have to re-apply.

**Please note the Vetting Form (NVB 2) is only issued to the applicant. The parish does not have access to these forms.**

#### Email

The applicant must provide a valid email address. If the applicant does not have their own email address they can provide any email that they are happy for their form to be sent to. This can be the email of a friend or family member or one can be provided for them by the parish requesting the vetting.

The Priest In Charge requesting the vetting must also provide a secure email address in Section 3 so he can be notified of the completion of the vetting. **This should not be a public email as it contains sensitive information.** It may be advisable to set up a vetting email address to be used for this purpose only. Only the Priest in Charge should have access to this email address.

If the applicant does not have access to an electronic device one should be provided for them for the purpose of completing their application. **Staff in Citizen Information Centres and public libraries have also been briefed on the e-vetting process and can provide assistance and access to computers for applicants.**

### Proof of Identity

At least two forms of identification must be produced to validate the identity of the applicant when completing the application. One of these should be photographic where possible. There is a **points system** for the verification of identity where 100 points must be reached. Different forms of identification are weighted with a sliding scale of points. Where an individual cannot reach 100 points an affidavit witnessed by a Commissioner for Oaths will suffice. **The identity is verified locally (that is, by the parish and copies of identity are retained within the parish. Do not send proof of identity to this office unless requested.**

### Relevant Work

It is now against the law to commence 'relevant work', that is, work that involves contact with children or vulnerable persons without first being vetted. Please provide a full description of the role being applied for on the Invitation Form. It is not sufficient to state 'volunteer'. The role must be specified, such as, 'Eucharistic Minister' or 'Leader of Children's Choir'. If the applicant carries out multiple roles you should state the one that involves most contact with children or vulnerable adults. All new volunteers must be vetted before taking up their role. With the new vetting system in place, we can vet new applicants within a couple of weeks from date of application.

### Minors

The legislation is directed at applicants aged 18 years or over at date of signing the form.

Applications can be made for those aged 16 and 17 years of age.

Where an application is being made for a 16/17 year old the consent of the parent / guardian must also be obtained. This is done by asking them to fill up the form (**NVB 3**). In addition the email address provided on the vetting invitation form and the telephone no. is the email address and telephone no. of the parent / guardian (not the young person).

Proof of identity must also be obtained for the parent / guardian and the young person.

### Re-Vetting

The legislation does not state how often a person should be re-vetted. The NVB recommend anywhere from 1-5 years depending on the nature of the work. Dublin Diocese has a 3year re-vetting policy.