



Document Control

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Version Control

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1.0 PURPOSE:

To comply with The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016, which makes it mandatory for people working with children or vulnerable adults to be vetted by An Garda Síochána National Vetting Bureau (NVB).

To ensure that only persons who have successfully passed the stated Garda Vetting process are considered for employment, placements/volunteering or activities on behalf of the organisation. Persons who have resided outside the Republic of Ireland for a period of 6 months or more must furnish a Police Clearance Certificate from the country or countries of residence.

To ensure that Re-vetting will be carried out every three years.

2.0 SCOPE:

The policy applies to all persons who carry out work or engage in activities with vulnerable persons under the auspices of SHS. It includes:

- **Employees**
- **Volunteers**
- **Students** who engage in work experience/college placements/transition year placements (over the age of 16 years).
- **Agency Workers:** A person employed by another organisation who conducts work on behalf of SHS.
- **Contractors:** For the purpose of this policy a contractor is defined as a person on contract of services who engages in activity with vulnerable persons or children under the auspices of SHS.

These vetting requirements shall not apply to persons who assist on an occasional basis and for no commercial consideration. This would include persons who assist on an occasional basis at sport or community events or activities other than where such assistance includes the coaching mentoring, counselling, teaching or training of vulnerable persons.

In all such cases, prior approval must be sought from the HR Manager before such individuals commence activities.

3.0 ROLES & RESPONSIBILITIES:

Vetting Subject (Person Being Vetted): Responsible for completing the Garda E-Vetting Invitation Form and supplying supporting documentation.

Interview Panel: Ensure that Garda Vetting form is completed in full and original Proof of ID and Proof of Address are validated, together with completion of the Validation Checklist.

Garda Vetting Clerk/HR Administrator – responsible for verifying documents and entering E-Vetting data onto the Garda Vetting Portal and uploading clear Garda Vetting Disclosures to the appropriate system/database.

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Garda Vetting Liaison Person/HR Generalist: responsible for completing the training supplied by the Garda Central Vetting Unit, for verifying details of persons being vetted and downloading disclosures. Responsible for processing any disclosures in an appropriate manner as outlined in the Garda Vetting Procedures.

Information Evaluation Team: Responsible for evaluating disclosures other than a Nil Disclosure.

Appeals Committee: Responsible for assessing the information in relation the appeal and determining an outcome.

4.0 Risk Assessment

A Risk assessment for disclosures other than Nil Disclosures will be carried out. At an appropriate stage in the process, management may take whatever protective measures are necessary to ensure that service-users, vetting subject, other staff or the organisation is not exposed to risk.

5.0 Data Protection

The principles of the Data Protection Act, 1998 & 2003 & GDPR 2018 will be adhered to during the Garda Vetting process:

- The information will be obtained and processed fairly.
- The information will be kept and used for the purposes of Garda vetting only.
- The information may only be used or disclosed in a manner that is compatible with this specified purpose.
- The information will be kept safe, secure, accurate and up to date.
- The information obtained will be adequate, relevant and not excessive.
- Sunbeam House Services will retain the information for no longer than is necessary for the specified purpose for which it is required.

The staff member/volunteer will be entitled to request a copy of the Garda Vetting.

5. Re-Vetting:

All persons will be re-vetted every 3 years by completing a National Garda Vetting Invitation Form (NVB1). If information is returned from the NVB that may impact on the role of the individual within SHS, the Garda Vetting Liaison Person will inform the staff member in writing and will arrange a meeting with the Vetting Subject to review the implications of the disclosure. The Garda Vetting Liaison Person and the Information Evaluation team will carry out a risk assessment and will decide on an outcome.

Staff and volunteers are required to inform the SHS HR Department of any convictions or pending convictions which may affect their role in SHS. Failure of staff to provide such information or to delay the re-vetting process will be regarded as a disciplinary offence.

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