

Rehab Group Garda Vetting Learners

Applies Jurisdiction: Ireland ONLY

Division: Learning & Employability

Reference Number: TAE-OPS-001

Version Number: V2

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Date: 08/2018

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Title: Director of Quality & Governance
Date: Nov 2018

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1.0 POLICY STATEMENT

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. The Act also creates offences and penalties for persons who fail to comply with its provisions. Rehab Group will seek Garda vetting for persons who have direct contact with children or vulnerable adults in settings where practical skills training or work placement is carried out.

In seeking Garda vetting, Rehab Group will uphold the highest level of discretion and aim to respect the privacy of all persons.

2.0 PURPOSE

The purpose of this policy is to guide practice in obtaining Garda vetting for Learners.

3.0 SCOPE

This policy applies to persons who have direct contact with children and vulnerable adults during training.

4.0 DEFINITIONS

Garda vetting is a procedure that organisations use to certify whether or not an individual, who is being considered for work in a full-time, part-time, voluntary or student placement capacity has ever been convicted of a crime.

5.0 PROCEDURE

Where a learner applies for a programme that will require direct contact with children and/or vulnerable adults, he or she will be asked to complete and sign a Vetting Application Form as required by the National Vetting Bureau. The content and implications of the form will be explained to the applicant.

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The Manager or designate will ensure that the form has been completed correctly, that the applicant has provided evidence to validate his/her identity and confirmed his/her understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.

The National Vetting Bureau will still offer the facility to make an application for Garda Vetting using a paper application. An e-Vetting service is also available on the Garda vetting website

<https://vetting.garda.ie/>

The vetting subject with the support of the Manager or designate completes the Garda Vetting Application Form, checks the form and forwards the application to the National Vetting Bureau for processing.

The manager or designate submits the form by post or sends a scanned copy by email to the designated officer. A copy of the Form will be held at the Centre.

The application is processed by the National Vetting Bureau and on completion a vetting disclosure is forwarded to the Centre.

There is no online facility to track paper applications.

When the completed form is received by the designated officer, the applicant's details are entered to the National Recruitment Federation (NRF) batch spreadsheet. The spreadsheet is sent by email to the NRF and a signed copy is sent by post. A copy of the application form is kept on file in the Centre along with the verification of identity of the applicant.

The NRF will check the details on the spreadsheet and enter each applicant onto the portal. An invitation to the e-vetting website is then sent to the applicant's email address.

The applicant completes the online Garda Vetting application and submits to the National Vetting Bureau (NVB). The form is checked by NVB and NRF sends a disclosure by email by to the designated officer. The designated officer forwards the disclosure to the manager.

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The completed disclosure is retained in the applicant's confidential file in accordance with the retention times specified in Rehab's Data Protection Policy.

When the person is about to go on a training/work placement, requiring Garda clearance, the manager issues a letter of comfort to the employer using sample letter 1 (Appendix 2).

If the employer requests a copy of the Garda clearance, the manager must obtain written permission from the person using sample letter 2 (appendix 3). On receipt of written permission from the person, the manager issues a copy of the disclosure to the employer using sample letter 3 (Appendix 4).

If any issues of concern are disclosed by the NVB, the manager contacts the ISM to inform him/her of the nature of the disclosure. A letter is sent to the person to organise a meeting with the Regional Psychologist (RP) and the Manager to discuss the contents of the letter and investigate the detail surrounding the disclosure. Following this meeting a report will be prepared by the Manager, in conjunction with the RP, and sent to the ISM outlining the details and making a recommendation on next steps. A decision will follow on whether to retain the person on the programme or to suspend the person based on the seriousness of the item disclosed.

6.0 ROLES & RESPONSIBILITIES

Rehab Group managers are responsible for ensuring that the persons who will have direct contact with children or vulnerable adults are Garda vetted using the stated procedure.

The designated officer is responsible for entering the applicant's details to the Batch Header, sending details to the NRF and forwarding disclosures to the service locations.

7.0 EVALUATION & AUDIT

Compliance with this policy will be evaluated through the Rehab Group internal audit and review processes.

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8.0 REFERENCES

National Vetting Bureau (Children and Vulnerable Persons) Acts 2012
Data Protection Act (Ireland)
Equal Status Act (Ireland)
Safeguarding Vulnerable Persons at Risk of Abuse Policy, HSE 2015 (Ireland)

8.1 Related PPPGs

- Corporate Social Responsibility
- Data Protection
- Dignity in the Workplace
- Safeguarding
- Work/Community Placements

9.0 APPENDICES

Appendix 1: List of Authors

Appendix 2: Read & Understand

Appendix 3: Vetting Invitation Form

Appendix 4: Sample Letter of Comfort

Appendix 5: Sample Request to issue Garda Clearance

Appendix 6: Sample letter issuing Garda Clearance

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Appendix 1 – List of Authors

Authors List for New/ Reviewed Policy Area

The following names individual authors/ reviewers to this policy area
Garda Clearance Learners.

| Division/Other | Name(s) |
|------------------------------|------------------|
| Director of People & Culture | Martina Behrendt |
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*Note that it is not obligatory for each division to be involved in a new policy/ review if the policy is not relevant; this should be decided by each division on a case-by-case basis.

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Appendix 2 – Read & Understood

I have read, understand and agree to adhere to the attached Garda Clearance Learners Policy, Procedure, Protocol/ SOP or Guideline:

| Print Name | Signature | Date |
|-------------------|------------------|-------------|
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Appendix 3 - Form NVB 1

Vetting Invitation

Section 1 – Personal Information

Section 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

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|------------------------|---|---|---|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Forename(s): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Middle Name: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Surname: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date Of Birth: | D | D | / | M | M | / | Y | Y | Y | Y | | | | | | | | | | | | | | | | | | | | | |
| Email Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact Number: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Role Being Vetted For: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Line 1: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Line 2: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Line 3: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Line 4: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Line 5: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Eircode/Postcode: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Section 2 – Additional Information

Name Of Organisation:

I have provided documentation to validate my identity as required *and* I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. Please tick box

Applicant's Signature:

Date: / /

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Note: Please return this form to the above named organisation. An invitation to the e-vetting website will then be sent to your Email address.

APPENDIX 4: Sample Letter OF Comfort to Employer

Date: _____

To: _____
Human Resources Manager
Placement organisation
Address

Re: Learner name – Confirmation of receipt of Garda Clearance

Dear _____

Further to the identification of a training/work placement opportunity with (ORGANISATION), I can confirm that Garda Clearance has been completed on his/her behalf by our Authorised Signatory and that Garda Clearance no: _____ was obtained on his/her behalf, dated _____

The original letter received back from the Garda Vetting Unit is retained on his/her confidential file. Should you require a copy of this letter, we must gain written consent from the learner under Data Protection requirements.

Please advise the undersigned should you wish us to furnish you with a copy of the Garda Clearance and we will progress the request with the learner.

Yours sincerely

Signed: _____

Area/Centre Manager

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APPENDIX 5: Sample Letter 2

SAMPLE LETTER 2 PERMISSION TO ISSUE GARDA CLEARANCE

Date: _____

To: _____
Area/Centre Manager
National Learning Network
Address

Re: Request to issue copy of Garda Clearance to potential employer

Dear _____

Further to the identification of a training/work placement opportunity with (ORGANISATION), I would be grateful if you could furnish a copy of my Garda Clearance, on my behalf, to their HR Manager.

I confirm that I am happy to authorise you to submit my personal details to this organisation in support of this training/work opportunity.

Yours sincerely

Name: _____

Date: _____

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APPENDIX 6: Sample Letter 3

SAMPLE LETTER 3 LETTER ISSUING GARDA CLEARANCE TO EMPLOYER

Date: _____

To: _____
Human Resources Manager
Placement organisation
Address

Re: Learner name – Confirmation of receipt of Garda Clearance

Dear _____

Further to the identification of a training/work placement opportunity with your (ORGANISATION), I can confirm that Garda Clearance has been completed on his/her behalf by our Authorised Signatory and that Garda Clearance no: _____ was obtained on his/her behalf, dated _____

I attach a copy of said Garda Clearance at the request of the learner. The original is retained on his/her confidential file.

Yours sincerely

Signed: _____

Area/Centre Manager

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