

The logo for Volleyball Ireland, featuring the word "Volleyball" in a bold, blue, sans-serif font with a stylized volleyball icon integrated into the letter 'V'. Below it, the word "Ireland" is written in a smaller, blue, sans-serif font. The text is enclosed within a white circle, which is set against a background of overlapping blue and yellow geometric shapes.

Volleyball
Ireland



GARDA VETTING HANDBOOK

www.volleyballireland.com



Vetting Policy

The following document outlines Volleyball Ireland's policy concerning the vetting of members for roles involving working with children or vulnerable adults.

Volleyball Ireland carries out vetting checks through the National Vetting Bureau. Volleyball Ireland will only carry out vetting on registered members. Vetting carried out by other organisation's or governing bodies are not acceptable for recruitment to any roles or positions within Volleyball.

The decision to engage in vetting is part of Volleyball Ireland's safeguarding policy to protect the welfare of children and vulnerable adults. All leaders* (paid & voluntary) with regular and continued access to children and or vulnerable adults are required to partake in the vetting process; failure to successfully complete the process may result in disqualification from an appointment to a voluntary or paid position within Irish Volleyball. The processing time must be considered when recruiting paid or voluntary leaders, as a person must be vetted **before** they commence a role working with children and/or vulnerable people. No person under 18 years of age may undergo the vetting process unless they have signed parental permission. All vetting's will be carried out in line with the Code of Practice for the NVB.

It should also be noted that the National Vetting Bureau do NOT provide 'clearance' for people to work with children and vulnerable adults; the vetting organisation (Volleyball Ireland) receives relevant information and decides on the suitability of the applicant. Volleyball Ireland is committed to equal opportunities for all.

**Leaders – term used to describe adults working with Age-Grade Players, whether in a paid or voluntary capacity, whether at club, Branch or National level.*



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General Information

What is vetting?

Vetting is a procedure through which the National Vetting Bureau is asked to disclose relevant information on Garda records within current disclosure policy, details of all convictions and/or prosecutions, successful or not, pending or completed, in the Republic of Ireland are disclosed to the authorised Liaison Person (LP) in Volleyball Ireland.

Why undertake vetting?

Vetting is part of the Volleyball Ireland recruitment and selection procedure for personnel with access to or working with children or vulnerable adults at local, regional and national levels. Vetting is one of the measures to protect Volleyball Ireland, affiliated clubs and players against possible perpetrators of child abuse by being a barrier to an individual who is unsuitable to work with children or vulnerable adults.

Who is responsible?

Volleyball Ireland's Liaison Person will act as a liaison between applicants seeking to be vetted from the Republic of Ireland and the National Vetting Bureau.

Board, Commission and Clubs are responsible for ensuring recruited, and appointed individuals are vetted in accordance with this policy **before** taking up their chosen role. Disclosure forms are provided to individuals who have been successfully vetted. This disclosure is only valid from the date searches were conducted and for a period of three years. The responsible person(s) must ensure the applicant is vetted with Volleyball Ireland by viewing their confirmation letter. If an individual fails or is unable to produce their confirmation letter, the onus is on the responsible person(s) to confirm their eligibility with Volleyball Ireland.

Volleyball Ireland is responsible for ensuring associate members and individuals operating on behalf of Volleyball Ireland are vetted in accordance with this policy.



Who is required to be vetted?

All persons applying for a role that provides an opportunity for unsupervised access to children or vulnerable adults must undergo the vetting process. These positions are referred to as relevant work or activity (NVB) defined in the National Vetting Bureau (Children and Vulnerable Adults) Act 2012 to 2016 or as regulated positions. Individuals giving occasional assistance, such as at a sports event, are exempt from vetting, other than where such assistance includes the coaching, mentoring, counselling, teaching or training of children. Individuals who must be vetted are those applying for positions or training courses, that allow regular access to children and/or vulnerable adults, are including but not limited to the following:

- Committee members in a juvenile club/section
- Children's Officer/Safeguarding Officer
- Parent duty where the same individual parent is responsible for two or more sessions in any week
- Coaches and Referees
- Teachers (must be vetted through their own school)
- Team Manager/Chaperone/Volunteers/Supervisors
- Board and Commission Members
- Commission Committee Members
- Volleyball Ireland Employee
- General Volunteer
- Other personnel as may be considered

Within the structure of Volleyball Ireland, these positions will have access to children and/or vulnerable adults and information that may be deemed sensitive or personal regarding children and/or vulnerable adults.

When is an individual required to be vetted?

All the above positions must be successfully vetted **before** an individual is legally allowed to take up their chosen role(s) or attend the relevant course. The requirement for vetting must be included in any job description for a vetted position. The terms of this policy may affect the employment position, and therefore this policy must be available to prospective employees/members at the time of application. Once an individual intends to apply for any vetted position a vetting application must be submitted for processing. An appointment to a vetted position is subject to a successful vetting outcome.



Vetting children and young people under eighteen

Any individual aged between sixteen and eighteen in Ireland applying for any of the required positions must undergo vetting prior to taking up the position(s).

Any person under eighteen years of age completing a vetting application must obtain the permission of their parent/guardian.

Re-vetting Individuals

All individuals will undergo re-vetting every three years, or as determined by Volleyball Ireland. Re-vetting may also be required for any individual changing their position within the organisation, with the exception of individuals staying within the same committee or taking up a second role within the same club, county or branch. Responsible persons must ensure that all relevant workers' vetting is in date (see page 3 – who is responsible?). Disclosure forms over three years old are no longer valid, and the individual must be re-vetted in accordance with this policy and produce a new disclosure.

Any existing Volleyball Ireland member may be re-vetted if information concerning their suitability to work with children or vulnerable adults comes to the attention of a Club, Commission or Volleyball Ireland.

Vetting as part of an investigative process

Vetting or re-vetting an individual may be considered as part of an investigation or a requirement within the Volleyball Ireland Complaints and Disciplinary process.

Vetting charges

At present, there is no cost to registered Volleyball Ireland members undergoing vetting in Ireland. Individuals volunteering in clubs, squads or commissions who are not registered to Volleyball Ireland as a player, coach or referee must register as a 'non-League player/ Associate Member' to become a member of Volleyball Ireland to be Vetted. €5 with no insurance €20 with insurance.



Processing time

The time taken to complete the vetting process is dependent on the prompt submission of accurately completed forms and the length of time it takes the NVB to conduct the searches. Applicants should contact the Liaison Person (LP) for estimates on processing time.

National Vetting Bureau (NVB) – Ireland

Introduction

Volleyball Ireland has two Liaison Persons (LP) registered with the National Vetting Bureau.

The LP is responsible for ensuring the application forms are up to date and available, for processing online applications and dealing with information/disclosures as returned from the NVB. The LP is also responsible for maintaining the confidentiality of disclosed information and for using such in the best interests of children and/or vulnerable adults and in accordance with this vetting policy. All applications to the NVB are processed by the LP through the NVB on-line application system on receipt of consent and identification verification from an individual seeking to be vetted through an E-Vet ID Form. The requirements of the process are mandated by legislation.

Record keeping and storage

The E-Vet ID Form and associated documents are kept for the validity of the vetting undertaken, currently three years. All records and applicant information will be kept and stored in line with GDPR guidelines.

Once a decision is made regarding the suitability of an applicant, the outcome is recorded as 'accepted' or 'withdrawn'. The status 'withdrawn' relates to an applicant who has been deemed ineligible or where an applicant has withdrawn their request for vetting.

All data is kept in accordance with the Data Protection Acts 1988/2003 by LP on behalf of Volleyball Ireland. All information is held securely at Volleyball Ireland Head Office, 141 Thomas Street, Dublin 8. All documentation is destroyed in accordance with the NVB Code of Practice for Registered Bodies.



Legislation and Information relating to the Republic of Ireland

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 together with the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 Part 3 provides the legal framework for persons working in relevant work or activity to undergo a vetting check prior to working with children and/or vulnerable adults.

Relevant Legislation

Civil Service Commissioners Act 1956

Child Care Act 1991 – Sections 5; 61; 65

Data Protection Act 1988/2003

Children's Act 2001 – Section 258

Private Security Authority Act 2004

National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016

Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 – Part 3

Processing the disclosed information from NVB

Any assessment of suitability depends on the relevance of disclosed information to the position or role applied for, the self-disclosure of such information, the seriousness of the offence/disclosed information, the timing of the offence and any possible pattern of offences. The integrity of the applicant concerning self-disclosure or lack of disclosure on the initial application form is considered significant. The information disclosed is used for only the specific purpose for which it was obtained as part of recruitment or appointment process within Volleyball Ireland.

On receiving information that may potentially result in exclusion from taking up the regulated position any original documentation is checked to ensure it is correct and that the disclosed information refers to the applicant. If the applicant has self-disclosed the information and this agrees with the disclosure from the vetting body a decision will be made depending on the type and nature of the offences disclosed. If the applicant has not self-disclosed and the information is received from the vetting body, this will be checked with the applicant.

Where the applicant is suitable for the position currently held or applied for, this is communicated to the individual by issuing a communication accepting suitability to work within Volleyball Ireland. Where the



information disclosed by the vetting organisation and self-disclosed by the applicant deems the individual to be unsuitable for the regulated position they are informed of such preferably in person; however, this is not always possible. In the case where an individual cannot be notified in person, they will be requested to contact the LP as a matter of urgency. The applicant is allowed the opportunity to withdraw from seeking any role or position.

Disclosure of certain types of convictions/prosecutions or specified information automatically disqualifies the applicant from a position working with children and/or vulnerable persons. If a decision is required, that is not clearly dealt with in this vetting policy; external advice is sought. In this case, any identifying information on the disclosure will be removed. External advice may be requested from other regulatory bodies, e.g., Sport Ireland.

A series of continuous offending that might cause concern for the well-being of children Any charge brought by the Director of Public Prosecutions concerning abuse of a child

All decisions on the suitability of an applicant are a matter for Volleyball Ireland. The NVB is not involved in such decisions.



Examples:

Example 1: An individual applies for a position in a Club; it is noted that the individual does not possess a driving license. On the vetting return, the individual declares a conviction for driving under the influence of alcohol; this information is duly disclosed showing a ban for one year. The details would be confirmed with the individual by the LP, and if there is no responsibility for the transport of children involved in the position, it is possible this individual would be deemed suitable to work with children.

Example 2: An individual is prosecuted at the age of 19 for taking part in a rally where the individual, along with others, is charged with disorderly conduct and prosecuted. The individual, now in their forties, has no further disclosures on record and fully disclosed all information concerning the prosecution. It is probable that this individual would not be prevented from working with children.

Example 3: An individual has two parking offences disclosed on the return from the vetting organisation. These were not shown on the original application form. The LP makes contact to check if the offences related to the individual. It is clear during the conversation that the individual was not aware that these offences would be deemed prosecutions or convictions and therefore did not think about disclosing them. It is probable that this individual would be considered as suitable for a position working with children.



Communication of information

If an LP is required to communicate with the applicant for any reason the following protocol applies:

- Communication may be by phone, letter marked 'Private and Confidential' or in person if convenient
- The LP verifies the identity of the applicant No messages are left
- No discussion takes place with any other person, spouse or partner The LP gives an assurance of confidentiality

If the LP is required to verify disclosed details the applicant is asked relevant questions, for example:

- Is there anything they remember concerning the time of the offence? Have they have ever been to court?
- Is there any relevant information concerning the disclosed information?
- Does the applicant have an understanding of the relevance of the disclosure to the position/role applied for?

All responses are noted. If any of the information is disputed, the applicant must follow the disputes procedure in this policy (see page 11).



Data Security

The data submitted by the applicant and any responses from the vetting organisation are subject to data security. Volleyball Ireland will only release information concerning the suitability of an individual to a person who needs to know. If an applicant withdraws either their application for a position or from their position, information concerning their suitability for working with children and/or vulnerable persons will not be released.

- In accordance with the rules laid down in the Data Protection Acts 1988/2003 the LP on behalf of Volleyball Ireland will:
- Obtain and process information fairly
- Keep this information only for one or more specified, explicit and lawful purposes Use and disclose information only in ways compatible with these purposes
- Keep information safe and secure
- Keep information accurate, complete and up to date
- Ensure that any information is adequate, relevant and not excessive
- Retain information for no longer than is necessary for the purpose or purposes Give a copy of his/her personal information to an individual, on request.



Disputes

The NVB have procedures in place to deal with disputes. If an applicant believes the information disclosed about them is inaccurate, they should contact Volleyball Ireland

The **NVB** Unit has a dispute mechanism in place in the event of an individual contesting the disclosed information. In the case of any disclosure being disputed by the applicant the following procedure will be applied:

- The exact basis of the dispute will be noted by the LP on communication with
 - the individual
 - The original application form will be resubmitted to the unit for a recheck - containing a covering report outlining the basis of the dispute as indicated by the applicant

If following a recheck the applicant still disputes the information, arrangements with the Unit will be made for further identification procedures to be conducted to resolve the dispute.

Until all disputes have been settled, the individual will not be able to take any position within Volleyball Ireland. If the dispute involves existing personnel, it is recommended that supervision is put in place until the dispute is resolved.

All decisions on the suitability of an applicant following a recheck are a matter for Volleyball Ireland, and the vetting authorities are not involved in such decisions.

Any dispute concerning the decision of an LP should be submitted in writing to Volleyball Ireland.

ALL VOLLEYBALL IRELAND GARDA VETTING MATERIAL IS AVAILABLE FROM

<http://www.volleyballireland.com/garda-vetting.html>



Guidelines for completing Vetting Invitation Form (NVB 1)

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 NVB 3 - 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 NVB 1 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, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

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, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

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.

Validation Officers

The individual being vetted must provide Photographic ID and Proof of Address to the Validation Officer. This is so the VO can verify for the office that the documents match the applicant. The VO confirms the applicant achieves 100 points with the documents provided. If so, then completes the below section if not, request the applicant provides a different document/ID that does.

100 Point ID Check – OVER 18s

Applicants for NVB Vetting must satisfy the 100-point check for their application to be processed.

Please submit one document from Table 1 accompanied by one or more from Table 2.

Any combination must be equal to or exceed 100 points.

Proof of address not older than 6 months must be included with all applications

<u>TABLE ONE</u>		
<u>Identification</u>	<u>Score</u>	<u>Tick</u>
Irish driving or learner permit (new credit card format)	80	
Irish Public Service Card	80	
Passport (from country of citizenship)	70	
Irish certificate of naturalisation	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)	50	

<u>TABLE TWO</u>		
<u>Identification</u>	<u>Score</u>	<u>Tick</u>
P60, P45 or Payslip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old). Printed online bills are acceptable. <u>Mobile</u> phone bills are not acceptable)	35	
Bank/Building Society/Credit Union statement	35	

The VO then completes the below declaration. VO's are to advise the applicant to send a photocopy of the produced documents to the office with the rest of the Garda Vetting forms.

Step 3: *(to be signed by Validation Officer)*

I have checked the identity of the application in the attached Garda Vetting application form against the documents marked on page 2 and confirm that this is the person application for a disclosure certificate. I have informed the applicant that this information will be passed to the Volleyball Association of Ireland and they have agreed to share their personal information with Volleyball Association of Ireland and appropriate, relevant organisations.

Name: _____
 Club/Organisation: _____
 Role: _____
 Contact Number: _____
 Email: _____
 Signed: _____
 Date: _____



National Vetting Bureau Identification Validation Form

100 Point ID Check – OVER 18s

Applicants for NVB Vetting must satisfy the 100 point check for their application to be processed.

Please submit one document from Table 1 accompanied by one or more from Table 2.

Any combination must be equal to or exceed 100 points.

Proof of address not older than 6 months must be included with all applications

<u>TABLE ONE</u>		
<u>Identification</u>	<u>Score</u>	<u>Tick</u>
Irish driving or learner permit (new credit card format)	80	
Irish Public Service Card	80	
Passport (from country of citizenship)	70	
Irish certificate of naturalisation	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)	50	
Public services card/social services card/medical card with photograph	40	
Employment ID Card issued by employer (with name & address	35	
Letter from employer (within last two years) Confirming name and address	35	

<u>TABLE TWO</u>		
<u>Identification</u>	<u>Score</u>	<u>Tick</u>
P60, P45 or Payslip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old). Printed online bills are acceptable. <u>Mobile phone bills are not acceptable</u>)	35	
Bank/Building Society/Credit Union statement	35	
Correspondence <ul style="list-style-type: none"> • From an educational institution/SUSI/CAO • From an insurance company regarding an active policy <ul style="list-style-type: none"> • From a bank/credit union or government body or state agency 	25	



Thank you for agreeing to complete the NVB process. Before we can process your Vetting Form it is a NVB requirement that you complete a 100 Point Identification Check. This form must be signed by a responsible person (Step 3) and forwarded to the authorised Liaison Person in Volleyball Association of Ireland once completed. Simply complete this form by following the steps below.

Step 1: (to be completed by Applicant)

Identification Details (to be verified by Validation Person)

Full Name: _____
Current Address: _____
Role or Position being Vetted for: _____
Club or Organisation: _____
Date of Birth: _____
Contact Number: _____
Email: _____
Signed: _____
Date: _____

Step 2: (gather your original documents to the value of 100 points, see list overleaf)

Step 3: (to be signed by Validation Officer)

I have checked the identity of the application in the attached Garda Vetting application form against the documents marked on page 2 and confirm that this is the person application for a disclosure certificate. I have informed the applicant that this information will be passed to the Volleyball Association of Ireland and they have agreed to share their personal information with Volleyball Association of Ireland and appropriate, relevant organisations.

Name: _____
Club/Organisation: _____
Role: _____
Contact Number: _____
Email: _____
Signed: _____
Date: _____

WARNING: It is an offence if you knowingly make a false statement for purpose of obtaining or enabling another person to obtain a Disclosure.

Return Completed ID Validation form and Garda Vetting Application Form in envelope marked 'Private & Confidential' to:

Authorised Liaison, Volleyball Ireland, 141 Thomas Street, Dublin 8



GARDA VETTING PARENT/GUARDIAN CONSENT FORM

I, _____ (name)

of

_____ (address)

being the

Father/Mother/Guardian

of

Name of applicant for Garda Vetting

Date of birth of applicant: _____

do hereby consent for An Garda Síochána to conduct Garda Vetting in respect of the above named applicant and to furnish to the registered organisation for Garda Vetting, as indicated in the attached Garda Vetting application form, a statement that there are no convictions against him/her in the Republic Of Ireland or elsewhere, or a statement of convictions and/or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be, subject to the administrative filter implemented by the Minister for Justice and Equality on 31st March 2014.

Signed: _____
(_____)

Date: _____



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