

VOLLEYBALL IRELAND GARDA VETTING POLICY

This document outlines Volleyball Ireland's policy relating to the vetting of members for roles involving working with children or vulnerable adults.

Volleyball Ireland carries out vetting checks through the National Vetting Bureau (NVB). Volleyball Ireland will only carry out vetting on registered members. Vetting clearances obtained from other organisations or governing bodies are not valid 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* - be they paid or voluntary – with regular and continued access to children and/or vulnerable adults are required to participate 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 adults. No person under 18 years of age may undergo the vetting process unless they have signed parental consent. All vetting will be carried out in accordance with the Code of Practice for the NVB.

It should also be noted that the NVB do NOT provide clearance for people to work with children and/or vulnerable adults; the vetting organisation (in this case Volleyball Ireland) receives relevant information from the NVB and then decides on the suitability of the applicant for the role outlined on the application. Volleyball Ireland is committed to equal opportunities for all.

*Note * Leaders is a term used to describe adults working with age-grade players, whether in a paid or voluntary capacity, whether at Club or National Level.*

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General Information

What is vetting?

Vetting is a process whereby the NVB is requested 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 in Volleyball Ireland.

Why undertake vetting?

Vetting is part of the Volleyball Ireland recruitment and selection process for personnel with access to or working with children and/or vulnerable adults at local, regional and national levels. Vetting is one of the measures in place 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 and/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 NVB.

Boards, Commissions and Clubs are responsible for ensuring recruited and appointed individuals are vetted in accordance with this policy **before** taken up their role. Clearance letters are provided to individuals who have been successfully vetted. Such letters are only valid for a period of three years. The responsible person(s) must ensure that the applicant is vetted with Volleyball Ireland by viewing this clearance letter. If an individual fails to, or is unable to produce their clearance letter, the onus is on the responsible person(s) to confirm their eligibility with Volleyball Ireland.

Volleyball Ireland is responsible for ensuring that 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 and/or vulnerable adults must undergo the vetting process. These positions are referred to as relevant work or activity (NVB) as defined in the National Vetting Bureau (Children and Vulnerable Adults) Act 2012 to 2106 or as regulated positions. Individuals giving occasional assistance, such as at a one-off sports event, are exempt from vetting, other than in circumstances where such assistance includes the coach, mentoring, counselling, teaching or training of children and/or vulnerable adults. Individuals who must be vetted are those applying for positions or training courses, that allow regular access to children and/or vulnerable adults, include but are not limited to the following roles:

- Committee Members in a juvenile club/section,
- Children's Officer / Safeguarding Officer
- Parental duty where the same individual parent is responsible for two or more sessions in any week,
- Coaches and Referees,
- Teachers (who must be vetted through their own school),
- Team Manager / Chaperone / Supervisors,
- Board and Commission Members,

- Volleyball Ireland Employees,
- Other personnel as may be considered.

Within the structure of Volleyball Ireland, these positions will have access to children and/or vulnerable adults, and/or 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 and/or attend the relevant course. The requirement for vetting must be included in any job description for such a position. The terms of this policy may affect the employment positions and, therefore, this policy must be available to prospective employers/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 18

Any individual aged between 16 and 18 applying for any of the above required positions in Ireland must undergo vetting prior to take up such positions.

Any person under 18 years of age completing a vetting application must obtain the written permission of their parent/guardian.

Re-vetting individuals

All individuals must undergo re-vetting every three years, or as determined by Volleyball Ireland. Re-vetting may also be required for any individual changing position with the organisation, with the exception of individuals staying within the same committee or taking up a second role within the same club. Responsible Person(s) must ensure that all relevant workers' vetting is in date (see "who is responsible" section above). 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 and/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 of an individual may be considered as part of an investigation or a requirement with the Volleyball Ireland PADACC 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" on JustGo, Volleyball Ireland's membership platform, in order to become a member of Volleyball Ireland and, therefore, be eligible to be vetted. A charge is payable for registering in this way.

Processing times

The time it takes to complete the vetting process is dependent on the prompt submission of accurately completed forms, prompt completion of the online application process by the individuals and the length of time it takes the NVB to complete their searches.

Please note that the NVB cannot begin their searching process until the individual has completed their online application.

National Vetting Bureau (NVB) – Ireland

Introduction

Volleyball Ireland has two Liaison Persons (LP) registered with the NVB.

The LP is responsible for ensuring that the application forms are up to date and available for processing online applications and dealing with information and/or disclosures as returned from the NVB. The LP is also responsible for maintaining the confidentiality of disclosed information and for using same 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's online application system upon 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 has been 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 the LP on behalf of Volleyball Ireland. All information is held securely at Volleyball Ireland's headquarters at Unit 1, Sport Ireland HQ2, Sport Ireland Campus, Snugborough Road, Blanchardstown, Dublin, D15 P76N. 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 Adults) 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 the NVB

Any assessment of suitability depends on the relevance of disclosed information to the position or role being 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 only for the specific purpose for which it was obtained as part of recruitment or appointment process within Volleyball Ireland.

Upon receiving information that may potentially result in exclusion from taking up the regulated position, any original documentation is checked to ensure that it is correct and that the disclosed information refers to the applicant. If the applicant has self-disclosed such information and this agrees with the disclosure from the vetting body a decision will be made depending on the type and nature of the offence(s) 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 way of a clearance letter, which of itself confirms successful completion of the vetting process. 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 same preferable in person, although it is not always possible. In the event that communication in person is not possible, the individual will be requested to contact the LP as a matter of urgency. The applicant is allowed an opportunity to withdraw from seeking any such role or position.

Disclosure of certain types of convictions/prosecutions or specified information automatically disqualifies the applicant from a position involving working with children and/or vulnerable adults. 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, such as Sport Ireland, for example.

All decisions on the suitability of an applicant are a matter of Volleyball Ireland – the NVB is not involved in that decision-making process.

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, email, in person or by letter (marked Private and Confidential),
- The LP verifies the identity of the applicant,
- No messages are left if the applicant is not available,
No discussion takes place with any other person, including 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 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 being applied for?

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

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,
- Give a copy of the applicant's information to the 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 in the first instance.

The NVB 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 NVB 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 the sport. 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 NVB are not involved in such decisions.

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

Documents

ALL VOLLEYBALL IRELAND GARDA VETTING MATERIALS CAN BE FOUND ON

<https://www.volleyballireland.com/about/welfare/garda-vetting/>

FORM 1 – 100 POINT CHECK FORM

[Click here for document](#)

This form requires the applicant to provide documents to verify their identity, the total of which must equal or exceed 100 points.

FORM 2 – NVB VETTING INVITATION FORM

[Click here for document](#)

This form is the main application form for vetting. Applicants should read the guidelines on page 1 carefully, as the majority of rejected applications result from these guidelines not being read.

PARENT / GUARDIAN CONSENT FORM

[Click here for document](#)

This form is a mandatory requirement for any applicants who are between 16 and 18 years of age.

INFORMATION FOR VALIDATION OFFICERS

[Click here for document](#)

This document does not form a part of the application process but provides valuable information to assist the validation officer in finalise an application. Anyone charged with validating vetting applications must read this document first.