



club gan ainm!

The No Name Club

Vetting Policy

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Developed by:	Policy Committee of No Name Club			
Approved by:	Carole Goulding (Chairperson of No Name Club).			
Person Responsible for	Policy Committee Chairperson			
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No Name Club Vetting Policy

All those who have access to young people in No Name Club will be Garda Vetted before they become involved in No Name Club.

It is an abuse of authority to Garda vet a person whom No Name Club would not deem suitable to be a volunteer.

A Vetting outcome that does not contain criminal or specified information can be notified by the Garda Vetting Officer directly to the club concerned and the actual outcome kept on file by Garda Vetting Officer.

Where a vetting disclosure contains criminal record information or specified information in respect of a vetting subject the Garda Vetting Officer shall as soon as possible make available a copy of the vetting disclosure to the vetting subject.

Where such a disclosure may render the volunteer unsuitable a letter should accompany the copy of the vetting disclosure inviting the vetting subject to:

- Make submissions around their suitability or otherwise within a timeframe of 14 days. Failure to respond within the given timeframe will render the application void.

Risk Assessment

Where the vetting subject pursues the application No Name Club may consider and take into account all the information disclosed as well as any other relevant information when assessing the suitability of the person to be given access to young people involved in No Name Club.

The information contained in the vetting disclosure may not be used or disclosed in any way that may be a breach of confidentiality.

In assessing the suitability of the vetting subject the following matters are of importance:

- A: the role within the organisation to be undertaken by the volunteer
- B: the level of access given to young people and the safety and welfare of those young people.

Where the assessment deems the vetting subject as unsuitable the subject shall be notified in writing and also notified of his right to appeal within a specific time frame of 14 days.

Appeals Process

Stage 1. The assessment will be undertaken by DLP, a member of the Board of Directors plus a Board nominee, gender balance will be observed.

Stage 2. If the vetting subject is not satisfied with the outcome of Stage 1 they have 14 days to appeal the process to the DLP. The EPM, the Chair of the Board, plus a Board nominee will hear the appeal whose decision is final. Gender balance will be observed.

Vetting Application Guidelines for Clubs

Step 1.

Chairperson/Secretary of club gives the Vetting Invitation (Form NVB1) along with guidelines on its completion to the applicant. At this stage, Chairperson/Secretary has to verify identity and current address- 100 point check list to be met.

Step 2.

Applicant manually completes the Vetting Invitation form and presents it to the Chairperson/Secretary together with photocopies of identity and proof of current address. (Applicants **MUST** include their own email or a secure email address they have access to, as well as ensuring that they have signed and ticked the data protection agreement).

Copies will be retained for Garda audit by the Vetting Officer for the No Name Club.

Step 3.

Chairperson/Secretary will forward these documents by post only to Con Nolan, the Designated Liaison Person - No Name Club, Dalton Street, Claremorris, Co. Mayo.

Step 4.

The applicant will receive an email from Vetting@Garda.ie requesting them to complete their application on line.

This email will contain instructions as to what information is required and how to complete it.

On completion of form, it is recommended the applicant print a copy for themselves before submitting it.

NOTE – Form has to be completed within 30 days of receiving it.

Step 5.

Applicant will receive an email that their application has been received. They will also receive one when e-Vetting has been completed.

Step 6.

Club will be contacted by the Designated Liaison Person to inform Chairperson/Secretary of the result of the vetting application.

The Vetting Outcome will be kept on file by the No Name Club.

Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

Miscellaneous

The process for Garda Vetting will take approximately 15-20 workings days.

- 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 of this form 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, the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on this 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.
- 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. Example of accepted role; "Adult Volunteer for Kilkenny No Name Club"

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.

Con Nolan,
Dalton Street,
Claremorris,
County Mayo.
Eircode: F12P2W7



Your Ref:

Form NVB 1

Vetting Invitation

Under Sec 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.

Forename(s):	<input style="width: 100%; height: 20px;" type="text"/>
Middle Name:	<input style="width: 100%; height: 20px;" type="text"/>
Surname:	<input style="width: 100%; height: 20px;" type="text"/>
Date Of Birth:	<input style="width: 100%; height: 20px;" type="text"/>
Email Address:	<input style="width: 100%; height: 20px;" type="text"/>
Contact Number:	<input style="width: 100%; height: 20px;" type="text"/>
Role Being Vetted For:	<input style="width: 100%; height: 20px;" type="text"/>

Current Address:

Line 1:	<input style="width: 100%; height: 20px;" type="text"/>
Line 2:	<input style="width: 100%; height: 20px;" type="text"/>
Line 3:	<input style="width: 100%; height: 20px;" type="text"/>
Line 4:	<input style="width: 100%; height: 20px;" type="text"/>
Line 5:	<input style="width: 100%; height: 20px;" type="text"/>
Eircode/Postcode:	<input style="width: 100%; height: 20px;" type="text"/>

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: / /

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.

E-Vetting – Verify identity

100 Point Check

The **100 point check** is a personal identification system, this information sheet has been developed to support clubs in verifying the identity of an applicant. In order to complete Garda Vetting, clubs should require applicants to present identification, including proof of address totalling 100 points to ensure they are checking the correct person.

At least one form of photographic evidence, as well as proof of current address must be gathered.

Applicants should include photocopies of original documents with application.

Identification	Score	Tick
Irish driving licence or learner permit (new credit card format)	80	
Irish Public Services Card	80	
Passport (from country of citizenship)	70	
Irish certificate of naturalisation	50	
Birth certificate	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)	40	
Employment ID		
<ul style="list-style-type: none"> ID card issued by employer (with name and address) 	35	
<ul style="list-style-type: none"> ID card issued by employer (name only) 	25	
Letter from employer (within last two years)		
<ul style="list-style-type: none"> Confirming name and address 	35	

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Identification	Score	Tick
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. Mobile phone bills are not acceptable)	35	
Public services card/social services card/medical card	25	
<ul style="list-style-type: none"> • With photograph 	40	
Bank/Building Society/Credit Union statement	35	
Credit/debit cards/passbooks (only one per institution)	25	
National age card (issued by An Garda Siochana)	25	
Membership card		
<ul style="list-style-type: none"> • Club, union or trade, professional bodies 	25	
<ul style="list-style-type: none"> • Educational institution 	25	
Correspondence		
<ul style="list-style-type: none"> • From an educational institution/SUSI/CAO 	20	
<ul style="list-style-type: none"> • From an insurance company regarding an active policy 	20	
<ul style="list-style-type: none"> • From a bank/credit union or government body or state agency 	20	

Children under 16 years (any one of the following)		
<ul style="list-style-type: none"> • Birth certificate 	100	
<ul style="list-style-type: none"> • Passport 	100	
<ul style="list-style-type: none"> • Written statement by a the Principal confirming attendance at educational institution on a letter head of that institution 	100	
Recent arrival in Ireland (less than 6 weeks)		
<ul style="list-style-type: none"> • Passport 	100	
Vetting Subject is unable to achieve 100 points**		
<ul style="list-style-type: none"> • Affidavit witnessed by a Commissioner for Oaths 	100	
TOTAL		



No Name! Club
Tel: 059 6400299
e-mail: info@nonameclub.ie
website: www.nonameclub.ie

