



Mevagh FRC

Garda Vetting Policy

Document:	Garda Vetting
What is this?	This is Mevagh Family Resource Centre's (Mevagh FRC) current Garda Vetting Policy
Notes:	This document serves as a review document for Directors of Mevagh FRC
Use of Document:	Directors of Mevagh FRC
Date Evaluation Form Approved:	This Policy was approved by the Voluntary Board of Directors of Mevagh FRC at its meeting on 09.12.24.
Review Date:	This Policy will be reviewed by the Voluntary Board of Directors of Mevagh FRC on 09.12.27.

Overview of policy:

Garda Vetting is conducted in respect of any person who is carrying out work or activity, a necessary and regular part of which mainly consists of the person having access to or contact with children or vulnerable persons.

It is a service designed to enhance the protection of children and vulnerable persons. 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.

As part of the Family Resource Centre Program safeguarding structure, there is a dedicated *Family Resource Centre Garda Vetting Unit* based in *Ballymote Family Resource Centre, Sligo*.

This unit processes all Garda Vetting applications for all staff/volunteers who conduct relevant work for all FRCs across the Republic of Ireland and is dedicated to:

- Garda Vetting as a **key, fundamental piece of the FRC framework** in place for all staff/volunteers/service users of Family Resource Centres across the Republic of Ireland.
- Best practice in Vetting to protect children and vulnerable adults
- Quick, efficient response and turnaround times for requests from projects and programmes for Children and/or Vulnerable adults
- Resources to keep the programme and its members up to date with policy change(s) and direction from the National Vetting Bureau.

NOTE 1: This service is conducted on behalf of Family Resource Centres only and is not conducted for individual persons on a personal basis. Vetting conducted for FRC's is non-transferable unless a joint agreement is in place between organisations.

NOTE 2: If a candidate undertaking garda vetting has revealed that they have lived outside of Ireland for a period of more than six months continuously, international vetting must also be undertaken as a separate process, in addition to vetting carried out by the national forum of FRC.s

Process required for Garda Vetting:

- The Project Manager is the appointed person to oversee Garda Vetting at Mevagh FRC.
- Identity checks are conducted in accordance with the 100-point check and the NVB_ID01 is completed to document that the checks were carried out.
- If you are accepting a form of identity in a card format e.g. driver's license, please ensure that it is photocopied front and back.
- Please also ensure that each copy of each identity document is signed by both you/your appointed person and the applicant – this is to prove that you/your appointed person met the applicant in person, and you have obtained best evidence that the person who takes up the position is the person whose ID has been provided.
- You must retain the NVB_ID01 checklist with the copies of the signed identity documents at your FRC on the applicants file, ready for inspection if the NVB select your service for inspection.
- You do not need to retain a copy of the entire Garda Vetting application on file, (as this is deemed to be unnecessary duplication of a person's data), just the ID documents.

If a candidate has lived outside of Ireland for a period of 6 months or more, the process to follow is as follows:

- You are advised to go through the Garda Vetting process, as normal, for time spent in Ireland.

- In addition, you are advised to go through the specific country's embassy depending on where the candidate was resident outside of Ireland. The Department of Foreign Affairs website will guide you to the appropriate embassy.

NOTE: If a person has lived outside Ireland in another jurisdiction for a period of 6+ months they need to be internationally vetted for each jurisdiction that they lived in for 6+ months.

For more information on Garda Vetting, visit <https://vetting.garda.ie/> or contact:

Stacey Feeney

Garda Vetting Liaison Officer
Ballymote Family Resource Centre
Wolfe Tone St.
Ballymote
Co. Sligo

Mobile: 0833335328

Email: staceyfeeney@familyresource.ie

Review

This policy will be reviewed in 3 years or sooner should circumstances change.

Signed: Les Byrne (Chairperson)

Date: 09 / 12 / 24

Signed: M. Kittell (Director)

Date: 09 / 12 / 24

Revision History

Revision No.	Approval Date	Document Reference and Changes Made	Name