

Garda Vetting Instructions

Vetting - Federation of Irish Sport

This is for members and clubs based in the Republic of Ireland.

Who needs to be vetted?

Any person who carries out a role of responsibility which involves a vulnerable person or a person under 18 years of age must be vetted, there are no exceptions to this.

What if the applicant is under 18 years of age?

Federation of Irish Sport vetting is available to any person who is currently 16 years of age. A parental/guardian consent form (NVB 3 Form) must be completed, for applicants who are 16 or 17 years of age.

Is it an offence if you are not vetted?

It is a criminal offence to permit any person to commence working or volunteering with children or vulnerable persons without that person first obtaining a vetting disclosure from the National Vetting Bureau in respect of the role for which they have been recruited.

Process

1. Applicant Completes Section 1 and Section 2 of NEW NVB 1 Form.
2. Validator (club safeguarding officer or committee member) completes Identity Document Validation Form. They must see the original documents.
3. Validator sends a copy of the fully completed NVB 1 Form and Identity Document Validation Form along with copies of ID by email to Inline Hockey Ireland (IHI).
4. Inline Hockey Ireland's Safeguarding Officer (or other) then checks the form and sends a copy of the completed NVB 1 Form to the Federation of Irish Sport (FIS) for processing.
5. The FIS upload the information and send it to the National Vetting Bureau (NVB).
6. The NVB will issue the applicant with the online NVB Vetting Application Form. This will be issued to the email address provided in Section 1 – Personal Information (NVB 1 Form).
 - a. Please note that where the applicant is under 18 years of age the electronic correspondence will be issued to the Parent/Guardian.
7. The applicant completes their Garda vetting on-line. The result of the application will be sent to the Federation of Irish Sport who will then forward to the contact in Inline Hockey Ireland who will forward to the noted club contact.
8. Only at this point if appropriate can the person begin working or volunteering with children or vulnerable persons.



Retaining Information

Clubs must retain securely:

- Hard copy of NVB 1 form for 6 months.
- Soft copy of NVB 1 form for as long as the person is active in the role.
 - This can be destroyed 12 months after departure unless otherwise specified.
- Soft copies of proof of identity and proof of address documents.
- Soft copy of disclosure document.

IHI will retain securely on its Drive with only the appropriate IHI personnel having access:

- Soft copy of NVB 1 for as long as the person is active in the role.
 - This can be destroyed 12 months after departure unless otherwise specified.
 - Please let us know if a person has left a role.
- Soft copy of disclosure document.

Other Information

- Please ensure forms are completed legibly.
- A fee of €13 per applicant will be invoiced to the club.
- Persons will need to be re-vetted every three years.
- There are new EU and UK checks so the processing time is likely to be extended, please allow a minimum of 20 days.
- Applicants residing outside the island of Ireland must also be vetted, please contact us for further information.