



# Irish Sailing Garda Vetting Policy

## Introduction

In January 2013 the Government passed the “National Vetting Bureau (Children and Vulnerable Persons) Bill 2012”. This legislation makes it an offence under the act to knowingly employ / deploy someone to work with children or vulnerable adults who has not been Garda vetted.

Irish Sailing received confirmation that commencement orders for the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 had been signed. The Act was commenced on the 29th April 2016.

The Act provides a legislative basis for the mandatory vetting of persons who wish to undertake certain work or activities relating to children or vulnerable persons or to provide certain services to children or vulnerable persons.

An organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation unless the organisation received a vetting disclosure from the National Vetting Bureau in respect of that person.

The National Vetting Bureau has set up a “*Frequently Asked Questions*” section on their website, <https://vetting.garda.ie/Help/FAQ>

The information below indicates Irish Sailing’s policy with respect to Garda Vetting and our provision of vetting services to our affiliated organisations.

Garda Vetting (eVetting) is available through Irish Sailing. The aim is to assist in the recruitment of suitable candidates to positions within Irish Sailing and our affiliated Clubs, Class Associations, and Training Centres. The system has been structured to;

- Protect children and vulnerable persons.
- Identify if candidates for a position or role have convictions or have been prosecuted for crimes which may mean that they are unsuitable for the position.
- Protect the rights of the candidates.
- Protect Irish Sailing affiliated organisations.

## eVetting Process

The required forms issued by the National Vetting Bureau:

1. Vetting Invitation Form (NVB1);
2. Parent/Guardian Consent Form (NVB 3) – for applicants aged 16 and 17; and
3. Garda Vetting Proof of Identity Form.

All three documents are available to download and print from the Gardaí & Child section of Irish Sailing’s Website Library, <http://www.sailing.ie/training/library/gardai-child/>



## Irish Sailing Garda Vetting Policy

### 1. *Vetting Invitation Form (NVB 1) - (Mandatory)*

This form must be completed by the Applicant and submitted to Irish Sailing by the Applicant.

Best Practice: This form must be completed by the person who is applying for Garda Vetting Clearance.

The completed Vetting Form (NVB1) should be placed in a sealed envelope together with the completed Proof of Identity form and, where applicable, the Parent/Guardian Consent Form (NVB3), by the applicant; and

Posted directly to Nuala Healy, Authorised Liaison Person in Irish Sailing, marked Private & Confidential.

### 2. *Proof of Identity Form - (Mandatory)*

When conducting Garda Vetting the Irish Sailing Association is required to seek proof of identity from each applicant.

Each Garda Vetting Application Form (NVB 1) **must** be accompanied by the Garda Vetting Proof of Identity form signed by a Designated Person (Garda Vetting).

Details of the Designated Person (Garda Vetting) is listed below.

Details of the 100-point proof of identity are listed below.

### 3. *Parent/Guardian Consent Form (NVB 3) – (For persons aged 16 & 17)*

Persons aged 16 and 17 may be Garda Vetted. This form must be completed by the applicant's Parent/Guardian and attached to the Vetting Form

## Who is a Designated Person (Garda Vetting)?

### *Irish Sailing's accredited Organisations - Designated Person (Garda Vetting):*

An Irish Sailing Club, Class Association or Training Centre should have an appointed Designated Person (Garda Vetting) who is responsible for authenticating and signing its members Garda Vetting Proof of Identity Forms.

This person can be a Committee Member, ISA Vetting Liaison Officer, Centre Principal, Training Centre Manager, Commodore, Vice-Commodore, Club Secretary, Junior Organiser, Club Children's Officer (Safeguarding 2), Designated Liaison Person (Safeguarding 3), or any other member of the organisation appointed by the Committee to this role.



## **Irish Sailing Garda Vetting Policy**

### *Irish Sailing's Designated Person (Garda Vetting):*

Within Irish Sailing any valid Instructor Trainer and/or Staff Member is authorised as a Designated Person (Garda Vetting) and can authenticate and sign the Proof of Identity Form.

### *Role of Designated Person:*

To authenticate the documentation presented to them by the Applicant, to ensure they meet the 100-point criteria, and to verify that the forms presented belong to the person applying for Garda Vetting clearance.

The Designated Person (Garda Vetting) should not authenticate and sign documentation on behalf of their spouses or family members.



## Irish Sailing Garda Vetting Policy

### What is the 100 Point check?

The **100-point** check is a personal identification system developed to support the Designated Person (Garda Vetting) and the Authorised Liaison Person (Nuala Healy, Irish Sailing) in verifying the identity of the Applicant, including date of birth and current residential address.

When authenticating documentation, the Designated Person (Garda Vetting), should ensure that they have sight of the originals of all proof documentation and that the documents presented meet the 100-point check.

#### *Proof of Identity Documents*

One of the Proof of Identity Documents must be a Photo ID;

**AND**

One of the Proof of Identity Documents must show a current residential address.

Photocopies of the documents seen **must** be attached to the Proof of Identity Form.

#### **Photo ID:**

- Irish Driving Licence or Learner Permit (new credit card format) **80 points**;  
OR
- Irish Driving Licence or Learner Permit (old paper format) **40 points**;  
OR
- Passport (from country of citizenship) **70 points**.

#### **Current Residential Address:**

- Utility bill (issued within the last 6 months. Printed online bills are acceptable. Mobile phone bills are not acceptable) **35 points**;  
OR
- Bank Statement **35 points**;  
OR
- Correspondence from an educational institution/SUSI/CAO **20 points**;

#### **Children Under 18 years (16 & 17) (any one of the following):**

- Birth Certificate **100 points**;  
OR
- Passport **100 points**;  
OR
- Written statement by a Principal confirming attendance at educational institution on a letterheaded paper of that institution **100 points**.

If your Photo ID and Current Residential Address do not make up **100 points** there are additional documents which may be supplied.

A full list of additional acceptable forms of identity (to top up the documents supplied above) and the points they carry is listed on the next 2 pages and is available on the National Vetting Bureau's Website:

<https://vetting.garda.ie/Help/FAQ - Verification of Identity>.



# Irish Sailing Garda Vetting Policy

An Garda Síochána
As Gaeilge | Help

Home Help > Frequently Asked Questions

## Frequently Asked Questions

Vetting Applicant
Verification of Identity
Organisation
Disclosures and Disputes
Specified Information
eVetting

IT Requirements

**– How will Relevant Organisations verify the identity of a person?**

The **100 point check** is a personal identification system, this information sheet has been developed to support organisations in verifying identity including date of birth and current address of vetting subjects (those applying to be Garda Vetted) as required. When conducting Garda Vetting, organisations should require vetting subjects to present identification totalling 100 points to ensure they are checking the correct person. At least one form of photographic evidence must be gathered.

Identification	Score	Tick
<b>Irish driving licence or learner permit (new credit card format)</b>	<b>80</b>	
<b>Irish Public Services Card</b>	<b>80</b>	
<b>Passport (from country of citizenship)</b>	<b>70</b>	
<b>Irish certificate of naturalisation</b>	<b>50</b>	
<b>Birth certificate</b>	<b>50</b>	
<b>Garda National Immigration Bureau (GNIB) card</b>	<b>50</b>	
<b>National Identity Card</b> for EU/EEA/Swiss citizens	<b>50</b>	
<b>Irish driving licence or learner permit (old paper format)</b>	<b>40</b>	
<b>Employment ID</b>		
<ul style="list-style-type: none"> <li>• ID card issued by employer (with name and address)</li> </ul>	<b>35</b>	
<ul style="list-style-type: none"> <li>• ID card issued by employer (name only)</li> </ul>	<b>25</b>	
<b>Letter from employer</b> (within last two years)		
<ul style="list-style-type: none"> <li>• Confirming name and address</li> </ul>	<b>35</b>	
<b>P60, P45 or Payslip</b> (with home address)	<b>35</b>	
<b>Utility bill e.g. gas, electricity, television, broadband</b> (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	<b>35</b>	
<b>Public services card/social services card/medical card</b>	<b>25</b>	
<ul style="list-style-type: none"> <li>• With photograph</li> </ul>	<b>40</b>	
<b>Bank/Building Society/Credit Union statement</b>	<b>35</b>	



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<b>Credit/debit cards/passbooks</b> (only one per institution)	25	
<b>National age card</b> (issued by An Garda Síochána)	25	
<b>Membership card</b>		
• Club, union or trade, professional bodies	25	
• Educational institution	25	
<b>Correspondence</b>		
• From an educational institution/SUSI/CAO	20	
• From an insurance company regarding an active policy	20	
• From a bank/credit union or government body or state agency	20	
<b>Children under 16 years (any one of the following)</b>		
• Birth certificate	100	
• Passport	100	
• Written statement by a principal confirming attendance at educational institution on a letter head of that institution	100	
<b>Recent arrival in Ireland (less than 6 weeks)</b>		
• <b>Passport</b>	100	
<b>Vetting Subject is unable to achieve 100 points**</b>		
• <b>Affidavit witnessed by a Commissioner for Oaths</b>	100	
<b>TOTAL</b>		

\*This document was developed using information from the Volunteering Australia 100 Point Identification Check and from research conducted on verification of identity at Irish banking institutions, utility companies and the National Driver License Service.

\*\*An affidavit is a written sworn statement of fact voluntarily made by a person. It is a document that sets out in paragraph form the evidence that the witness wishes to give. Affidavits are usually written and prepared by a solicitor or a barrister after having obtained all the necessary information from the witness. The wording used in the affidavit will depend on the circumstances of the case. Your solicitor can give you more information on the wording that will be used.

When the affidavit is ready, the witness must go before a Commissioner for Oaths. The Commissioner for Oaths will check that the person swearing the oath has read the affidavit and fully understands the contents. The person will be asked to raise the Bible and to repeat the words of the oath. If the witness does not wish to swear an oath on the Bible, he or she may make an affirmation. He or she will then sign the affidavit.

The Commissioner for Oaths will verify that the affidavit was properly sworn by completing a *jurat* on the affidavit.



## Irish Sailing Garda Vetting Policy

### The eVetting Steps

1. The Applicant completes the Garda Vetting Form (NVB1), the Proof of Identity Form and, where appropriate, the Parent/Guardian Consent Form and get the Proof of Identity Form verified by a Designated Person (Garda Vetting). All documentation is then posted to Irish Sailing by the Applicant.
2. The Authorised Signatory, within Irish Sailing, checks and logs the forms. In the event of an incomplete form, the form and all documentation will be returned to the Applicant with a covering letter for resubmission.
3. Irish Sailing uploads details from the Garda Vetting Form (NVB1) on the National Vetting Bureau's website.
4. The Applicant receives an email from the National Vetting Bureau inviting them to verify their details, as entered by Irish Sailing, and to complete the eVetting process.
5. Once the Applicant completes the online eVetting process Irish Sailing are notified and asked to Review the application and submit it for processing to the National Vetting Bureau.
6. The National Vetting Bureau processes the application and advises Irish Sailing when the disclosure is available.
7. Irish Sailing determines the suitability or otherwise of the Applicant.
8. Irish Sailing write to the applicant notifying them of the result. The letter details the validity period of the vetting clearance.

### How are eVetting applications made and processed?

Applicants must fill in the forms and submit these to Irish Sailing for processing. Irish Sailing's Authorised Signatory checks the forms, registers the Applicant with the National Vetting Bureau who sends him/her an email with a link attached inviting him/her to verify their details and complete an online eVetting Application Form. Applications for Garda Vetting may only be submitted through organisations, like Irish Sailing, who are registered with the National Vetting Bureau. The NVB will not process applications made directly to them from individuals or organisations not registered with them.

Once Irish Sailing receives information from the NVB we review the information and make an assessment as to whether it makes a candidate unsuitable to work with children or vulnerable persons. The criteria used are published on page 10.

To protect the rights and privacy of the Applicant, details obtained from the National Vetting Bureau are not passed directly onto Irish Sailing's affiliate organisations.

If it is decided that an Applicant is unsuitable to work with children or vulnerable persons, they will be contacted by Irish Sailing as set out in procedures published on page 11.

Applicants do have the right to appeal the results of the vet if they believe that information provided by the NVB or the decision made by Irish Sailing is incorrect.

It is important to remember that a letter indicating that an Applicant has successfully completed vetting is not a certificate as it only looks at information available at the time of the check. Consideration needs to be given to when repeat vets are required as a person may have acquired convictions or specified information since any previous vets were completed.



## Irish Sailing Garda Vetting Policy

### Who can be vetted?

Irish Sailing eVetting may be accessed by individuals who are members of Irish Sailing or members of an Irish Sailing affiliated Club, Class or Training Centre and actively engaged in the delivery of that organisation's activities or programmes.

All Irish Sailing Instructors, Coaches, Instructor Trainers, and Centre Principals must hold current valid Garda Vetting Clearance.

### Who should be vetted?

Persons who wish to undertake certain work or activities relating to children or vulnerable persons, or to provide certain services to children or vulnerable persons more than four times in any month or overnight.

All Irish Sailing organisations running activities for children or vulnerable persons must have in place a policy stating who must be vetted and when. This would normally form part of the organisations recruitment policy.

As a guide, people in the following positions within Irish Sailing affiliated organisations should be vetted by the organisation as part of their recruitment process.

Youth Sports Leaders working in an ISA Organisation:

- Designated Liaison Persons (Safeguarding 3)
- Club Children's Officers (Safeguarding 2)
- Designated Persons (Garda Vetting)
- Junior Organisers
- Youth Team Managers
- Full time "Shore Parents"
- Staff and volunteers leading or working on activities or sessions where they will have contact with children or vulnerable persons more than four times in any month or overnight
- Senior / Chief Instructors \*
- Instructors and coaches running activities for children or vulnerable persons \*

Irish Sailing will, on its own instigation, vet;

- Centre Principals of Irish Sailing Training Centres
- Instructor Trainers
- Irish Sailing employed / appointed Youth Coaches
- Irish Sailing staff and volunteers leading or working on activities or sessions organised directly by Irish Sailing where they will have substantial unsupervised access to children or vulnerable persons.
- Irish Sailing staff and volunteers involved in the processing of Garda Vetting Applications and associated procedures.





## Irish Sailing Garda Vetting Policy

\*Vetting for Irish Sailing Qualified Instructors and Coaches

All Irish Sailing Instructors and Coaches with valid qualifications issued after 1st October 2013 have passed vetting and do not need to be vetted as part of their recruitment process. The date their certificate was issued is printed on their certificate. We also include a logo indicating the candidate has received vetting clearance on the certificate.

### Role Being Vetted For?

Applicants will be asked to indicate, on the Vetting Invitation Form (NVB1), which role they wish to be Garda Vetted for:

1. Irish Sailing Instructor / Coach;
2. Centre Principal of an Irish Sailing Training Centre; or
3. Youth Sports Leaders working in an Irish Sailing Organisation (see list above – page 8).

### How long is Garda Vetting Valid for?

Irish Sailing Garda Vetting is valid for a period of 3 years from the date the search was conducted.

However, Irish Sailing requests that any Instructor or Coach who attends a CPD Revalidation or attends an Advanced Instructor or Senior Instructor course, reapplies for Garda Vetting at that time. This second vetting clearance will then be valid for a period of 5 years to coincide with the validity period of the Instructorship.

### Vetting Persons Under 18 Years of Age

Section 13(6) of the Act provides for vetting of persons under 18 years of age.

The Act states that if a person in respect of whom an application for a vetting disclosure is made is under 18 years of age, a declaration of consent (Parent/Guardian Consent Form) is completed on his or her behalf by a parent or guardian of the person.

This form is available from Irish Sailing - Parent/Guardian Consent Form (NVB 3)

### What does it cost?

The cost of vetting is €56 per applicant (reduced price of €10 for Irish Sailing Members).

Irish Sailing may not process vetting applications submitted through organisations that have outstanding affiliation or accreditation fees.



## **Irish Sailing Garda Vetting Policy**

### What is done with the information received?

The National Vetting Bureau informs Irish Sailing of the results of each vet. This information is kept in a secure store within Irish Sailing's Office to which only authorised members of staff have access.

Irish Sailing will not send the results of a vetting disclosure to anyone except the Applicant and the Irish Sailing Garda Vetting Review Panel.

Each application is logged on the Irish Sailing database. No information relating to the application or disclosure is recorded other than;

- The date the application was sent onto the NVB by Irish Sailing
- The date the result was received back by Irish Sailing from the NVB
- The result of the Vet (Positive or Negative).

### Can the results of a Garda Vetting Disclosure be Appealed?

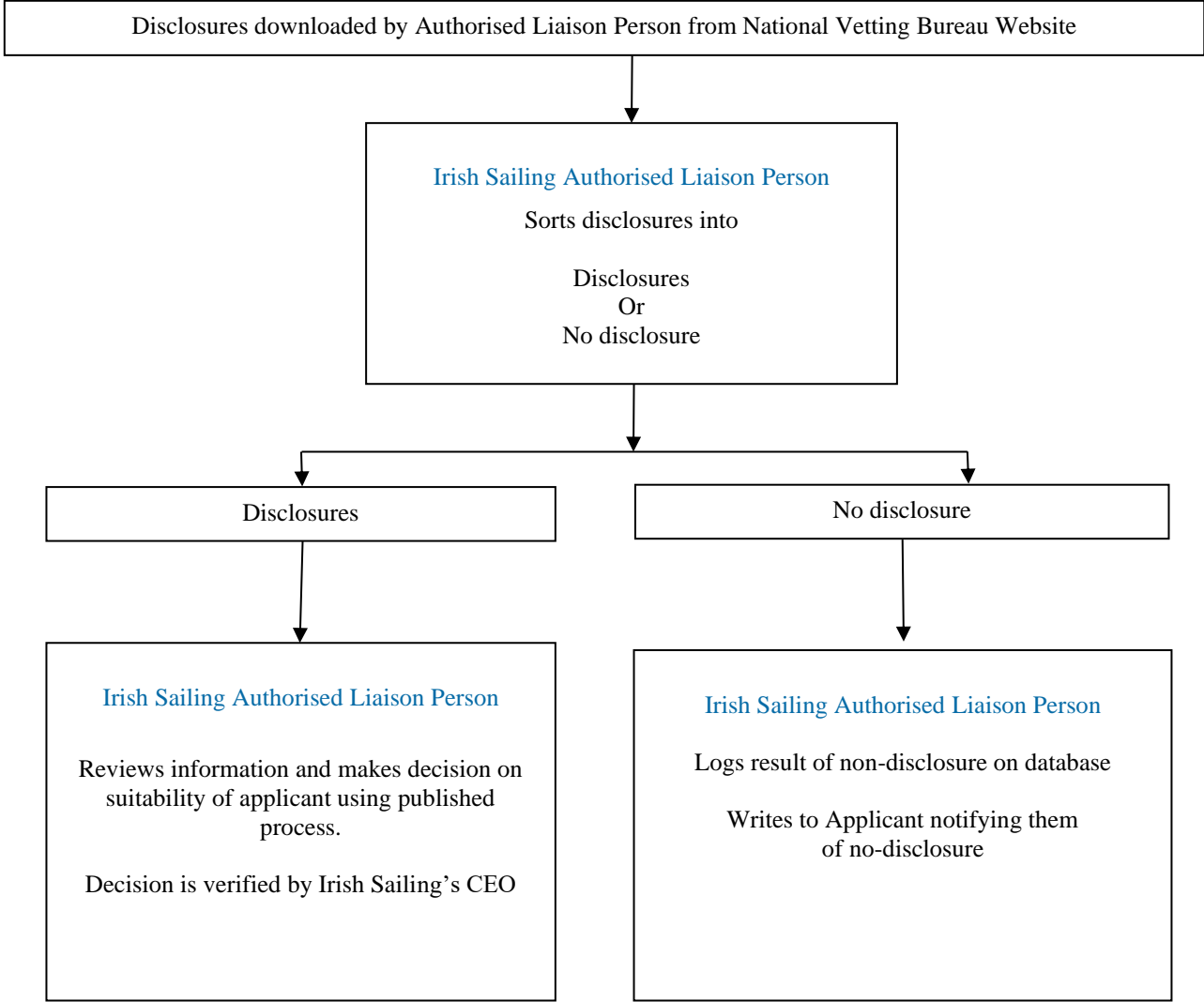
If an Applicant believes that the information provided by the NVB is incorrect then they should inform Irish Sailing's Authorised Liaison Person who will refer the matter back to the NVB.

If a candidate wishes to appeal the result of the vetting decision they may use Irish Sailing's Review Panel. Details on this process are available from Irish Sailing's Chief Executive Officer.



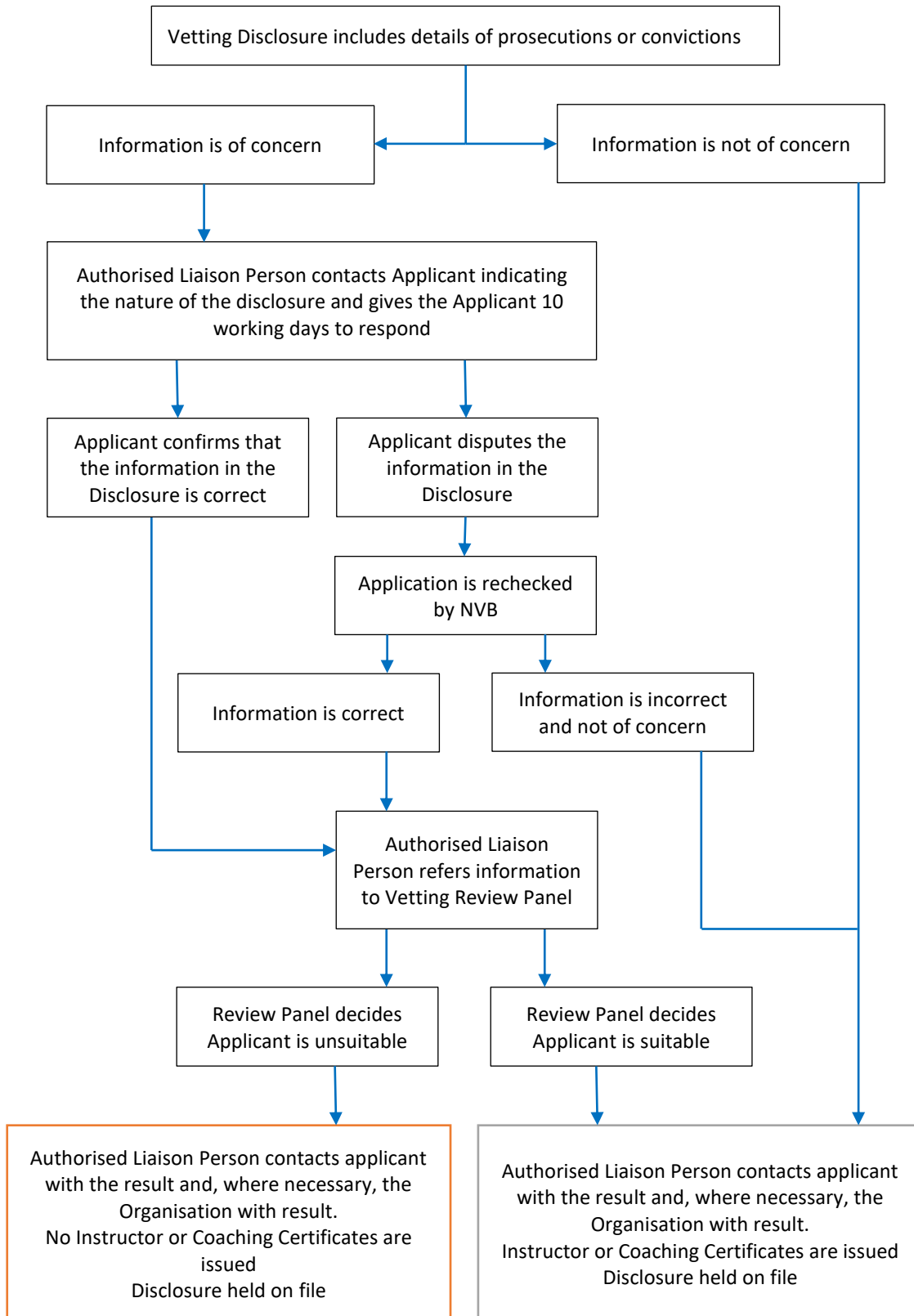
# Irish Sailing Garda Vetting Policy

## Administrative Processes



# Irish Sailing Garda Vetting Policy

## Review Process for Vetting Disclosures from NVB





## Irish Sailing Garda Vetting Policy

### Irish Sailing Garda Vetting Policy

*Guidelines for ISA personnel processing returned vetting applications.*

**The following convictions or unresolved prosecutions may debar offender from holding a position where they will be in contact with children or vulnerable adults and will therefore be reviewed by Irish Sailing Vetting Review Panel.**

- Murder, manslaughter
- Rape, attempted rape
- Any crime/conviction against a child while an adult
- Any crime/conviction against a child while a child
- Possession of child pornography
- Illegal possession of fire arms or offensive weapon
- Domestic violence
- Any crime involving aggression/assault
- Dealing illegal or controlled drugs
- Possession of illegal or controlled drugs
- Fraud or dishonesty
- Shop lifting, credit card theft
- Crimes of deception
- Drink driving
- Dangerous driving

The Panel will also review “Specified Information” provided to Irish Sailing in the course of the vetting application.

In reviewing a person’s record the Vetting Review Panel will use the information available only to form an opinion as to whether the person would present a risk to children or vulnerable persons.



## Irish Sailing Garda Vetting Policy

### Garda Vetting & National Children's Officer Review Panel

#### Objective / Role

The Garda Vetting & National Children's Officer Review Panel considers and makes recommendations with respect to vetting applications and returns referred to it by Irish Sailing's Garda Vetting Liaison Person or by the National Children's Officer.

Irish Sailing's Garda Vetting Liaison Person will refer the following vetting applications and returns to the Panel;

- Any applications with declared convictions identified as of concern in Irish Sailing's Garda Vetting Policy.
- Any vetting returns with un-declared prosecutions or convictions identified as of concern in Irish Sailing's Garda Vetting Policy.
- Any vetting returns resulting in the disclosure of "specified Information" to Irish Sailing.

Irish Sailing's National Children's Officer will refer issues of concern such as a Disciplinary Committee / Appeals Committee request or support with a Safeguarding Case which requires support or advice.

The Panel shall consist of no less than 3 members.

The Panel is appointed annually by Irish Sailing's President in consultation with the National Children's Officer.

The group shall meet as requested by Irish Sailing's Garda Vetting Liaison Person or the National Children's Officer.

No documentation relating to the Review Panel's process may be copied and / or retained by members of the panel except where identified as a requirement under Irish Sailing's procedures.

As far as reasonably possible the information provided to the panel will not include the identity of the applicant.

Where appropriate decisions may be made or ratified by telephone.

Minutes of all decisions / recommendations made by the Panel will be kept by Irish Sailing.

Members of the Panel should be offered and have attended appropriate training designed to assist them making appropriate, informed decisions.

For further details or enquiries please contact:

**Nuala Healy | Head of Support Services & Garda Vetting Liaison Person | Irish Sailing**

Tel +353 (01) 280 0239 | 3 Park Road, Dun Laoghaire, Co Dublin | [www.sailing.ie](http://www.sailing.ie) | [training@sailing.ie](mailto:training@sailing.ie)