



## VETTING PROCESS

### STEP 1

The vetting applicant receives a Vetting Invitation Form (NVB1) from the school. Once they have completed the form, they return it **to the school**, together with the necessary identification documents for verification - see below.

The school checks the NVB1 form, ensure that all fields are completed and are clear, the consent box is ticked, the form has been signed and dated, and the name of the school has been completed. This **must** be the name of your school. If it is a frequently used school name, please also add the first line of the school address.

The school verifies the ID and completes the Identity Document Validation Form. The verified copy of the ID documents must be kept on file with the original signed NVB1 form for the lifetime of the vetting.

Two different forms of ID must now be provided, one for each section, as indicated below.

Category	Document Type
Photo Identification	Passport from country of citizenship
	Irish Driver's License or Learner Permit (new credit card format only)
	Irish Certificate of Naturalisation
	National Identity Card
Category	Document Type
Proof of Address	Credit Institutions – Bank Statement from a recognised bank (not private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Passbook
	Utility Provider Bill – such as gas, electricity, television, broadband, waste, TV licence – issued within the past 6 months <b>Mobile phone provider bills are not acceptable</b>
	Correspondence from government departments
	Letter from Local Council confirming residency

These are the only documents that can be accepted, and original documents **must** be presented **in person** to the affiliate, where a copy is then taken by the affiliate. Photocopies presented to the affiliate cannot be accepted unless the original is also provided for verification purposes.

Organisations found to be breaching this may be removed from the Garda vetting system

If you are unsure if an identity document is acceptable, please check with the Vetting Admin Team.

In the case of applicants aged between 16- and 18-years-old, two forms of identity documents must now be provided – one of which **must** be the birth certificate.

Identification – 16–18-year-olds
Birth Certificate
Passport from country of citizenship
Written statement by a school principal confirming attendance (on school letterhead)

The affiliate **must** retain the verified copies of the ID on their records for the lifetime of the vetting.

## STEP 2

The **school forwards a copy** of the NVB1 form and the Identity Document Validation Form to us for processing, retaining the ID documents on file. The form can be scanned and emailed to [vetting.admin@rcbcoi.org](mailto:vetting.admin@rcbcoi.org), or posted to:

- Garda Vetting Liaison  
Church of Ireland House  
Church Avenue  
Rathmines  
D06 CF67

## STEP 3

The Liaison Person (LP) reviews the forms and if completed correctly, the applicant is emailed a unique reference number and link to complete and submit the vetting application form online. Please ask the applicant to check their junk folder as often the link will end up there. The link will expire in 30 days.

## STEP 4

The applicant completes the online application form, and it is submitted to the LP for review. If the application is in order, the LP submits the application to the Garda National Vetting Bureau (GNVB).

## STEP 5

The GNVB processes the application and emails a vetting disclosure (final vetting document) to the Church of Ireland Safeguarding Board.

## STEP 6

The Church of Ireland Safeguarding Board LP forwards the vetting disclosure to the school. This can be forwarded by email, or by post. Please advise should you wish to change your current return method.

A copy of the vetting disclosure must be provided by the affiliate to the applicant on request.

The school will be obliged to retain a copy of the identity documents and the vetting disclosure in line with GDPR for the lifetime of the vetting, (when the applicant concerned leaves the position or is re-vetted).

## VETTING OF 16 - AND 17 - YEAR OLDS

The 16/17-year-old must complete the Vetting Invitation Form (NVB1). Please note that the email address and the contact number **must be that of the parent or guardian**.

The form must be completed, signed, and dated by the vetting applicant and the declaration box must be ticked.

The parent or guardian must complete a Parent/Guardian Consent Form (NVB3) to accompany the (NVB1) Form.

### **VETTING OF UNDER 16-YEAR OLDS**

Under 16-year-olds cannot be vetted.

### **REVETTING**

At the time of rewriting there is no enacted piece of legislation regarding time periods for re-vetting. The GNVB have advised that legislation will be implemented imminently, which will require re-vetting every 36 months. In anticipation of this change many affiliates have already moved to a re-vetting policy of every 36 months, however, this would be at your schools discretion.

If the legislation changes, all schools will be notified, and the Department of Education will issue a Circular.

### **WHO NEEDS TO BE VETTED?**

The Church of Ireland Safeguarding Board has worked with the GNVB, and a list of acceptable roles has been agreed. The wording for the role being vetted for must match the approved list (volunteer with children will not be sufficient). An updated list will be available on the Church of Ireland website <https://www.churchofireland.org/children-youth/education>

If you are unsure, please contact a member of the Vetting Admin Team for advice.

If you believe that there is a role that meets the requirements, but is not on the approved list, please advise us, and we will contact the compliance section of the GNVB for clarification.

This list will be revised frequently, so please ensure that you are using the most up to date list, available on the Church of Ireland Website.

### **WHAT HAPPENS IF A PERSON REFUSES TO BE VETTED?**

That person cannot be appointed or engaged in any capacity i.e., not as an employee or volunteer.

### **CONTACT US**

You can contact us on 01-4125624 or 01-4125604 or at [vetting.admin@rcbcoi.org](mailto:vetting.admin@rcbcoi.org)