

## **Guidance on Garda Vetting Procedures**

A copy of the complete Garda Vetting Policy will be available on the Diocese website under 'Safeguarding'.

It is Diocesan policy that Garda Vetting is currently valid for 5 years.

### **Garda Vetting of Parish/Diocesan Personnel**

Parish personnel who should be Garda vetted include those who have **RELEVANT and REGULAR** contact with children and/or vulnerable adults within the parish/Diocese.

It is Diocesan policy that any person volunteering/employed in *any* activities which include children or vulnerable adults, within the Parish, must be Garda vetted prior to carrying out their roles.

**It is a criminal offence for people to partake in these roles without current Garda vetting.**

Parish personnel who must be Garda vetted include:

- All clergy.
- All members of the Parish Safeguarding Team.
- 'Pray and Play' personnel.
- Ministers of the Eucharist.
- Children's Liturgy personnel.
- Adult leaders of Children's/Youth Choir and Folk Group. All members of the Adult choir must be also be Garda vetted **IF** they practice while children are present without their parents.
- Altar server supervisors.
- Sacramental preparation personnel.
- Bereavement Team personnel.
- Baptism Team personnel.
- Youth workers /Taize Group Leaders.
- All Parish Catechists.
- Any leaders or parish group that has members under the age of 18 years or vulnerable adults attending.

### **Garda Vetting Procedures:**

1. An N.V.B.1 E-Vetting Invitation must be completed, the I.D. must be checked, photocopied and copies initialed by P.P. or his nominated person, i.e. Parish Secretary or Safeguarding Rep. Copies of the I.D. must be kept in Parish Safeguarding file and the completed E-Vetting Invitation form must be sent to Bríd O'Connell, Cork and Ross Offices, Redemption Road, Cork Tel: 021-430 1717 for onward electronic transmission to the National Vetting Bureau.
2. The applicant will then receive an email i.e. Invitation, from [vetting@donotreply.ie](mailto:vetting@donotreply.ie) The applicant must follow the link and complete the Garda vetting form online within 28 days. Otherwise, the invitation will expire and will render the application invalid.

3. Once the Garda vetting process has been conducted and completed by the N.V.B., a Disclosure will then be emailed by the N.V.B. to Bríd O'Connell who will then, in turn, email a copy to the P.P. This document must be kept in the Safeguarding file in the parish office and it is the responsibility of the P.P. to inform the applicant of the result of their application.
4. For personnel unable to access/own an email account, an N.V.B. 2 can be completed, using a black pen, and should also include a completed E-Vetting Invitation and be posted to Bríd as normal.
5. If an offence is recorded on the Disclosure, this will be sent, by registered post, to the P.P. If offences are recorded in relation to children or vulnerable adults, it will be given to the Director of Safeguarding who will then contact the P.P.
6. The renewal of Garda vetting applications will be advised by Bríd to the parish, via email, several months prior to the expiry date. If the person still holds a position in the parish, they must complete and submit, as usual, an E-Vetting Invitation (N.V.B. 1) or a Garda Vetting Application Form (N.V.B. 2)
7. Parishes must retain all Garda vetting I.D. and Disclosures in a safe and secure cabinet.

Ms. Cleo Yates  
Director of Safeguarding

11<sup>th</sup> September 2017