

### ISPCC Policy and Procedures:

<b>Title:</b>	ISPCC Garda Vetting Policy		
<b>Applies to:</b>	Employees ✓	Volunteers ✓	Board Members ✓
<b>Developed by:</b>	Director of People and Transformation, Director of Services and the Risk & Compliance Manager	<b>Approved by:</b>	Senior Leadership Team, Nomination and Remuneration Sub-Committee, Board of Directors
<b>Approved by Board:</b>	21 <sup>st</sup> February 2021	<b>Applies from:</b>	21 <sup>st</sup> February 2021
<b>Implementation plan:</b>		<b>Responsibility for Implementation:</b>	Director of People and Transformation
<b>Responsibility for Review:</b>	Patricia Forder, Director of People and Transformation	<b>Date of Review Completion:</b>	30 <sup>th</sup> April 2025
<b>Review carried out by:</b>	Patricia Forde Caroline O'Sullivan Andrew Jackson	<b>Next Review date:</b>	29 <sup>th</sup> April 2027
<b>Nomination and Remuneration Sub-Committee and Sign Off Date (where applicable):</b>		<b>Board of Directors Sign Off Date:</b>	

## Change Control Summary

Version	Date	Change	Reason	Editor
V1	09/05/2025	Policy format/layout update	Policy format/layout required updating.	MS

<b>Policy Statement</b>	
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<b>Rationale for this Policy</b>	
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<b>Scope of the Policy</b>	This policy applies to all employees in the organisation, including temporary employees.
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Background
<p>Since the commencement of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 on the 29th April, 2016, the ISPCC shall NOT permit any person to undertake relevant work or activities on behalf of the organisation unless a vetting disclosure from the National Vetting Bureau is received in respect of that person. Board Members are permitted to conduct Board business while undergoing the process for Garda Vetting.</p> <p>All employees and volunteers will need to be re-vetted following three years. This is the responsibility of the Unit Supervisor for Volunteers. The ISPCC is committed to ensuring that the procedures and practices used in the recruitment and selection of employees and volunteers are fair, consistent and effective.</p> <p>The organisation (and its representatives) will at all times comply with equal opportunities legislation and policy.</p> <p>All candidates for a position will be treated equally, regardless of sex, marital status, family status, disability, age, religion, sexual orientation, race, colour, and membership of Traveller Community, ethnic or national origin.</p> <p>All perspective employees and volunteers must receive favourable Garda Vetting and three positive references prior to commencing.</p>

In no circumstances will any individual be allowed unsupervised access until all documentation has been received and in particular Garda Vetting.

Those selected for a transition year placement or student placement on a short period of work experience placement and who will have no contact with ISPCC services provision and share point or any IT systems will not be required to undergo Garda Vetting.

### Exclusion Clauses for Prospective Employees/Volunteers

The ISPCC consider the following as reasonable grounds for the organisation not to proceed with either an interview or an appointment of an individual (for volunteer and employee positions) where that individual:

- Has been dishonest in their application and or Garda Vetting Form.
- Has been convicted of a crime that relates to the ill treatment or neglect of children, minors, vulnerable people.
- Has drug and or alcohol related charges, convictions, especially where there was evidence that children were involved.
- Has charges, convictions relating to the ownership, production, possession or distribution of child pornography.
- Is known to the child protection services where this knowledge would involve concerns about the candidate's suitability to work with children.
- Has a finding of 'confirmed' child abuse or neglect by the Health Services Executive but may not have attracted a criminal conviction. (There are three categories that the Health Service Executive can confirm abuse –
  - a. through a medical examination,
  - b. through an admission of guilt by the alleged perpetrator or
  - c. via a ruling of a court).
- Has serious driving related charges, convictions
- Has public disorder and/or assault related charges, convictions
- Has damage to public property related charges, convictions, including larceny

Has any other offence that in the organisation's opinion deems the person unfit to work with the ISPCC. (This would include crimes of deception, fraud, domestic violence, assault etc.).

### E-Vetting Steps

#### Step 1:

Applicant completes a Vetting Invitation Form and provides ORIGINAL proof of identity (at least 2 documents, see 100-point check detailed in section 3 below) to Manager/Supervisor. (Ideally a Passport & Drivers Licence/Passport & Utility Bill)

The Manager will verify ID and take copies, sign and date the copies and forward to [Gardavetting@ispcc.ie](mailto:Gardavetting@ispcc.ie) along with completed vetting form. (Ideally keeping the application & IDs in one scan document).

#### Step 2:

The ISPCC Liaison officer processes documents and inputs into the GV system. An e-mail with a link attached inviting him/her to complete a Vetting Application Form.

#### Step 3:

Applicant completes Vetting Application Form online and submits it to [Gardavetting@ispcc.ie](mailto:Gardavetting@ispcc.ie)

**Step 4:**

The ISPCC reviews Vetting Application Form and submits it to the National Vetting Bureau.

**Step 5:**

The National Vetting Bureau processes the application and forwards a Vetting Disclosure to the ISPCC.

**Step 6:**

ISPCC views the Vetting Disclosure & sends to the relevant Manager for Childline Volunteers or puts into employee file.

**Minimum Requirements re Identity Verification**

When conducting Garda Vetting, the ISPCC requires 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.

**Managers are responsible for verifying these documents before sending them to the liaison officer.** The ISPCC Garda Vetting Liaison will spot check GV and will not check each document sent.

Signed, dated and each ID checked against the 100 Point Checklist with the points used written on the ID copy.

In order to establish your identity for vetting purposes, an individual must provide documentary proof of each of the following:

- Valid Photographic ID to include name and date of birth
- Evidence of current address. (Statements from store cards/catalogue companies or Mobile phone bills are not acceptable)

Please note the following;

- Evidence of address provided must be dated within 6 months of the date of application.
- The name on the photo ID must match the name on your proof of address.

**ID Verification**

The Manager/Supervisor will verify ID and take copies, sign and date the copies and forward to [gardavetting@ispcc.ie](mailto:gardavetting@ispcc.ie) along with completed vetting form. (Ideally keeping the application & IDs in one scan document).

If an Employee / Volunteer is interviewed via MS Teams, they are required to show their ID's to you on camera. You must ensure these are the same ID's that have been sent to you by email after the interview. You can take a screen picture of them holding their ID on camera for your reference when received by email.

### Frequently Asked Questions

Q1. How often does a Volunteer/Employee member need to be vetted?

A1. Employee & Volunteers must be re-vetted every 3 years.

Q2. What If the name is different on the ID vs Application form?

A2. The name on the photo ID must match the name on your proof of address & application form.

Q3. Can the ISPCC accept a Public Services card as a form of ID?

A3. The ISPCC cannot accept a PSC card as a form of ID

Q4. How long does the applicant have to complete their GV application?

A4. 30 days and then it expires. If the application expires, the vetting invitation needs to be sent again to the applicant.

Q5. How long is a disclosure/GV information to be kept after an individual leaves?

A5. You should keep all vetting information for 12 months after the person has left the organisation/did not start with the organisation.

Q6. Living in Ireland less than 1 year?

A6. If an employee / volunteer has been living in Ireland less than 1/2 years, you may be asked to ask the employee /volunteer to provide a police clearance document from the previous country they resided in.

### Overview of E-Vetting Process:

