

DIOCESE OF KILLALOE

www.killaloediocese.ie

Killaloe Diocesan Office, Westbourne, Cusack Road, Ennis, Co. Clare, Ireland.

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1st September 2016

**RE: E-Vetting Implementation /
National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016**

Dear Fr,

As you know the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 came into effect on 29th April 2016. This Act provides a legislative basis for mandatory vetting of anyone who is to undertake certain work or activities relating to children or vulnerable persons.

There are a number of changes to Garda Vetting procedures from the commencement date of the Acts. These are as follows:

1. The Garda Central Vetting Unit is now known as the National Vetting Bureau;
2. Vetting is **mandatory** under the new Act. This means that if a person intends to undertake relevant work or activities, the relevant organisation must get a vetting disclosure from the National Vetting Bureau. **It is an offence to engage a person without a valid vetting disclosure in place prior to commencement of duties.**
3. Applications for Garda vetting will only be accepted on the new National Vetting Bureau Application Form (NVB 2).
4. Parents/guardians of minors who are applying for Garda vetting will have to sign a separate consent form ((NVB 3). **Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent/Guardian. This being the case, the applicant must provide their Parent/Guardian Email address on the NVB 1 form.**
5. All applicants will be required to complete a Vetting Invitation (NVB 1) and provide documents to validate their identity and proof of address, copies of which are to be sent with the Vetting Invitation. Please note, **original forms of ID must be supplied by the applicant in all instances.** The combination of identity documents provided must result in a combined score of 100. (**Refer to Section 3 of Vetting Invitation (NVB 1) attached.**)

The National Vetting Bureau are now offering organisations the opportunity to go live with E-Vetting. ***We are happy to inform you that the Diocese of Killaloe will go live with E-Vetting effective immediately.*** Attached with this email for your use when you require a potential employee / volunteer to be vetted are the following:

1. Guidelines for completion of the Vetting Invitation Form (NVB 1)
2. Diocese of Killaloe Vetting Invitation including Identification Documents (NVB 1). We ask that you photocopy these two pages back to back for applicant to complete and return original signed form to Liaison Person for processing.
3. Parent/Guardian Consent Form (NVB 3) – must be completed for applicants under 18 years of age where vetting is requested

These forms are also available to be downloaded from: www.killaloediocese.ie/safeguarding



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It is important to become familiar with the Guidelines and Vetting Invitation Form before completing. **Sections 1 and 2 are completed and signed by the Applicant. Please note that it is important that in Section 2 – Additional Information – the Declaration of Consent Box is ticked, signed and dated by the applicant. Section 3 is completed by the Parish, the Identification Documents Section is completed and signed by the Organisation Contact Person.** The original signed form should be returned to the Diocesan Liaison Person as appropriate for Parish as outlined in the Guidelines. Retain a copy for your files together with a copy of the Form of ID provided in accordance with the Data Protection Acts 1988 to 2003.

The applicant will then receive an email from NVB with a link to their online application form (NVB 2). If they do not complete this within 30 days the form becomes invalid and they will have to reapply. **At present the e-vetting process is taking 7-10 working days to complete compared to currently 5-6 weeks for paper transactions.** Please note the online Vetting Form (NVB 2) is only issued to the applicant themselves. The organisation (parish/SCHOOL/order/diocesan agency) will no longer have access to these forms.

The applicant must provide a valid email address. If the applicant does not have their own email address they can provide any email that they are happy for their form to be sent to. This can be the email of a friend or family member or one can be provided for them by the parish requesting the vetting.

The Parish requesting the vetting must also provide an email to be notified of the completion of the vetting. This should not be a public email as sensitive information will be sent to it. It may be advisable to set up a vetting email address to be used for this purpose only.

If the applicant does not have access to an electronic device one should be provided for them for the purpose of completing their application. ***Staff in Citizen Information Centres and public libraries have also been briefed on the e-vetting process and can provide assistance and access to computers for applicants.***

***Garda Vetting last for 5 years, so only those who have not been vetted in the last 5 years need vetting.**

We would like to take this opportunity to thank you for your ongoing support and look forward to working with you as we roll out E-Vetting to meet the criteria set out by the National Vetting Bureau. If you have any questions, please revert to your Vetting Liaison Person Cleo Yates, Telephone: 065 6828638, Email: c.yates@killaloediocese.ie

Yours sincerely,

Cleo Yates. Director of Safeguarding
Authorised Vetting Liaison Person

