



**OUR
LADY'S
SCHOOL**
TERENURE



Transition Year

Garda Vetting Procedures

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Transition Year - Garda Vetting Procedures

Garda Vetting

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016 provide a statutory basis for the vetting of persons carrying out activities relevant with children or vulnerable persons. The Act stipulates that a relevant organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation, unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person. It affects students seeking placement in Montessori schools, primary schools, sports clubs, creches, nursing homes, hospitals, hospices, youth centres, etc. At present the Garda Vetting process may take between 6-8 weeks to be completed. This legislation does not apply to students under the age of 16 years but does apply on the day of their 16th birthday. Students cannot apply for Garda Vetting prior to their 16th birthday. Therefore, students may need to consider the order of their work placements to guarantee that there is adequate time to ensure the Garda Vetting process is complete between their 16th birthday and the start of their work experience placement.

Steps for applying for Garda Vetting:

- A JMB Vetting Application form and a parent/guardian consent form must be downloaded. This is available on the TY Google Classroom and also on the Our Lady's School website (Appendix 1).
- These forms are to be completed by the students and their parent/guardian.
- The completed forms are to be returned to the Transition Year coordinator. This is to be done in person to allow the coordinator to identify any mistakes before submission.
- The school principal will attach a cover letter certifying the identity of the students and send the forms onto the JMB.
- When these forms are received by the JMB, they will be put onto an electronic system and sent to the Garda Vetting unit.
- The parent/guardian will receive an online form from the Garda Vetting office asking for additional information to be entered and returned.
- When a student has been vetted, the paperwork will be returned to the school via email. The parent/guardian will be informed by the Vetting Office when the vetting has been sent to the school. It is the responsibility of the student to inform the TY Coordinator that the vetting has been processed.
- A printout of the official Garda Vetting will be given to the student to bring to her placement.

Transition Year - Garda Vetting Procedures

1. Appendices

Appendix 1 - Garda Vetting Application Documentation



Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

Miscellaneous

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The Form should be completed in ball point pen.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on this form.

Personal Details

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

Role Being Vetted For

The role being applied for must be clearly stated. Generic terms such as “Volunteer” will not suffice.

Declaration of Application

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.

Instructions for filling out Garda Vetting forms

**1. WRITE IN BLOCK CAPITALS
WITH BLACK PEN.**

2. LEAVE BLANK

3. STUDENT'S INFO.

4. N.B. PARENT'S INFO.

**5. PUT IN THE EXACT NAME
OF THE ORGANISATION.**

6. HOME ADDRESS


7. OUR LADY'S SCHOOL

9. STUDENT'S SIGNATURE

8. TICK THE BOX

10. DATE

Joint Managerial Body
Emmet House
Milltown
Dublin 14 V3K8



JMB Ref:

Form NVB 1
Vetting Invitation

Section 1 – Personal Information

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):

Middle Name:

Surname:

Date Of Birth: / /

Email Address:

Contact Number:

Role Being Vetted For:

Current Address:

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode:

Section 2 – Additional Information

Name Of Organisation:

I have provided documentation to validate my identity as required *and*
I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the
Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to
2016. Please tick box

Applicant's
Signature:

Date: / /

Note: Please return this form to the above named organisation. An invitation to the e-vetting website will then be sent to your Email address.

Joint Managerial Body
 Emmet House
 Milltown
 Dublin 14 V3K8



JMB Ref:

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Form NVB 1

Vetting Invitation

Section 1 – Personal Information

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

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|------------------------|---|---|---|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Forename(s): | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Middle Name: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Surname: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date Of Birth: | D | D | / | M | M | / | Y | Y | Y | Y | | | | | | | | | | | | | | | | |
| Email Address: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact Number: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Role Being Vetted For: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current Address: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Line 1: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Line 2: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Line 3: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Line 4: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Line 5: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Eircode/Postcode: | | | | | | | | | | | | | | | | | | | | | | | | | | |

Section 2 – Additional Information

Name Of Organisation:

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I have provided documentation to validate my identity as required *and*
 I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. Please tick box

Applicant's
Signature:

| |
|--|
| |
|--|

Date:

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| D | D | / | M | M | / | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|---|---|

Note: Please return this form to the above named organisation. An invitation to the e-vetting website will then be sent to your Email address.