

DCU GARDA VETTING PROCEDURE

INTRODUCTION

Following its commencement on 29th April 2016, the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 had the effect of making vetting mandatory for all persons working with Children and vulnerable persons. This requirement applies to anyone who will have regular access to children and/or vulnerable persons in the course of the employment.

It is now a criminal offence for organisations to fail to carry out the necessary vetting of such employees, contractors and volunteers.

Essentially a person cannot conduct such work or commence employment with the University unless they have been vetted by the National Vetting Bureau.

Where the person resided outside of Ireland for a cumulative period of 36 months or more over the age of 18, they must also provide Foreign Police Certification from the country or countries of residence within 6 months of their commencement date

STEPS IN THE E-VETTING PROCEDURE

The University has recently implemented the online e-Vetting process for staff in association with the National Vetting Bureau (NVB).

Application Process for Staff

1. The requirement for Garda vetting will be clearly outlined in the job description (where relevant) and any offer of employment will be subject to the successful completion of Garda vetting. (Relevant staff cannot commence employment without successfully completing the vetting process).
2. The Head of School/Hiring Manager/Senior Administrator, in conjunction with their HR Officer, will notify Catherine Farrell (Catherine.farrell@dcu.ie) of all potential new recruits to the University who will require Garda Vetting.
3. The Head of School/Hiring Manager/Senior Administrator /Human Resources Office will issue the proposed new recruit with [Form NVB1](#). In completing the NVB1 form, the Applicant is confirming their consent to the disclosure of information by the National Vetting Bureau to DCU.
4. Where the applicant is under the age of 18 they will need to complete an [NVB3 form](#) – Parent/Guardian Consent Form, to accompany their completed vetting NVB1 form. (Note: When completing the NVB1, the email address sought on the NVB1 is that of their Parent/Guardian rather than the applicant's own email address)
5. The applicant must also complete a *Verification process* whereby their identity and current address details are verified by a Head of School, PI, member of HR or other agreed designated personnel (as agreed with the Liaison Person).

Stages in the Application Process

1. The applicant should complete and submit to HR the following documents:
 - (a) [NVB1 form](#) (and the [NVB3 form](#) where the applicant is under the age of 18)
 - (b) [Identity Check Declaration Form](#) with associated documentation (see below)
2. In completing the [Identity Check Declaration Form](#), the applicant is required to meet in person with a Head of Department, PI, a member of the HR Department (or other agreed designated personnel) who will check the original documents, which confirm the applicant's identity and current address. (See [Identity Check Declaration Form](#) for complete list of acceptable documents)

3. The Head of Department, PI, HR or other agreed personnel will fill in the [Identity Check Declaration Form](#). They will also attach copies of the identity documentation, which must be stamped and signed (See Note 1 below).
4. This original hardcopies of the [NVB1 Form](#) and verification documentation must be submitted to DCU HR who will submit the application (on-line) to the National Vetting Bureau (NVB).
5. The applicant will then receive an email directly from the NVB to invite them to submit details of all their previous addresses.
6. DCU HR will then receive an email from the NVB requesting a review of the information on the application and to submit it for vetting.
7. DCU HR will then receive an email advising when the application has been processed and a disclosure document has been issued.
8. DCU HR issue a letter to the applicant (together with a copy of the Disclosure) to advise whether that the Garda Vetting is complete and has been successful / unsuccessful.
9. The applicant will also receive emails regarding the progress of their application. However, an applicant cannot declare themselves fully vetted until they receive the confirmation letter from HR.

Note 1: In exceptional circumstances (agreed in advance with the DCU Liaison Person), the applicant can send certified copies of the required documents to DCU HR (Catherine.Farrell@dcu.ie) together with [Form NVB1](#).

A 'certified copy' is a photocopy of the original document, which is certified as being a true copy by a competent authority (that is, signed by a lawyer, Commissioner for Oaths, medical doctor, school principal, justice of the peace, local law enforcement officer e.g. Garda Siochana etc.). The appropriate Stamp of the relevant authority is also required. Photocopies of 'certified copies' will not be accepted.