# DCU GARDA VETTING PROCEDURE

DCU Pobal People

## 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.

The implementation of mandatory EU & UK checks for relevant work or activities with Children are effective from 7th July 2025. This is to further improve and enhance the protection of children, vetting for any relevant work or activities with children will now include additional checks with the other 26 EU member states and the UK. In summary, vetting subjects must declare if they have lived in any other EU member state or the UK. These EU & UK checks are only conducted for persons whose role in DCU involves relevant work or activities with children. To support these safeguarding enhancements, vetting subjects (for roles with children who previously lived in an EU member state or the UK) will now be required to provide **more detailed information.**

These EU and UK checks will extend the processing time for these applications as follows:

- EU countries - up to an additional 10 working days.
- UK - up to an additional 20 working days

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 use 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 DCU People Partner, will notify staffvetting@dcu.ie of all potential new recruits to the University who will require Garda Vetting.
3. DCU People / staff vetting nominee 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 Dublin City University.
4. Where the applicant is under the age of 18 years 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 in person by a Head of School, Line Manager, PI, member of DCU People Department or other agreed designated person (as agreed with the Liaison Person).

## Stages in the Application Process

1. The applicant should complete and submit the documents for verification and processing to the DCU People Department, as follows:

   (a) NVB1 form (and the NVB3 form where the applicant is under the age of 18 years)

   (b) Identity Document Validation Form with associated documentation must be completed by the designated staff member who validates the documents.

2. In completing the Identity Document Validation Form the applicant is required to meet in person with a Head of Department, Line Manager, PI, a member of the DCU People Department (or other agreed designated person) who will check the original documents, which confirm the applicant's identity and current address. (See Identity Document Schedule of acceptable documents).
3. The Head of Department, PI, DCU People staff or other agreed personnel will complete the Identity Document Validation Form. They will also attach copies of the identity documentation.
4. The original hardcopies of the NVB1 Form and verification documentation must be submitted to the DCU People Department (Garda Vetting Liaison Person), 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, passport details and other relevant information.
6. The liaison person will then receive an email from the NVB requesting a review of the information on the application and to submit it for vetting.
7. The liaison person will then receive an email advising when the application has been processed, and a disclosure document has been issued.
8. The liaison person will issue an email to the applicant (together with a copy of the Disclosure) to advise whether the Garda Vetting process 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 the DCU People Department and have provided the Foreign Police Certificate/Affidavit when applicable.

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