

## **1) Hockey Ireland eVetting Steps**

### **Step 1**

The vetting subject completes a Hockey Ireland eVetting Invitation & ID Validation form, see link below. It is imperative that the applicant uses a valid email address as all future correspondence will come through this email.

They then present their original ID's with photocopies to their Club / Branch Children's Officer for validation (or the person responsible for vetting in your organisation). The club / branch then posts or scans email copies of the eVetting Invitation forms along with a batch header to the Liaison Person at Hockey Ireland, Newstead Building C, UCD, Belfield, Dublin 4. Copies of ID should **NOT** be sent. The Liaison Person then uploads this information onto the National Vetting Bureau portal.

### **Step 2**

The National Vetting Bureau then sends the vetting subject an e-mail inviting him/her to complete the online eVetting Application Form. This invitation lasts for 30 days only.

### **Step 3**

The vetting subject completes an eVetting Application Form online and submits it automatically to Hockey Ireland.

### **Step 4**

The Hockey Ireland Liaison Person reviews the Vetting Application Form and submits it to the National Vetting Bureau for processing.

### **Step 5**

The National Vetting Bureau processes the application and forwards a vetting disclosure to the Hockey Ireland Liaison Person.

### **Step 6**

Hockey Ireland reviews the vetting disclosure and as soon as is practicable provides a response to the vetting subject.

## **2) Club Children's Officer - Validation of applicants Identity**

The Club Children's Officer must check the identity of the applicant against an original valid form of identification as specified on the eVetting & ID Validation form. The Children's Officer must tick the appropriate box for the form of ID that was used to verify the identity of the applicant. The 100 point rule for ID validation must be observed - for example a driver's license (credit card type) carries 80 points and therefore must be accompanied by an additional form of ID that shows a current address totalling 100 points. Children under 18 may not have appropriate ID; therefore the 100 point rule is allocated differently. The Children's Officer completes the ID validation form and signs it confirming that they have verified the identity of the applicant.

## **3) Vetting for under 18's**

Sports leaders under 18 may also be required to complete the vetting process. To apply for vetting there must be a completed parental consent. This form is available online. Vetting cannot be conducted for a person under the age of 16.

#### **4) What is the purpose of Garda Vetting?**

The purpose of Garda Vetting is to provide details regarding all prosecutions, successful or not, pending or completed and/or convictions in respect of an individual applicant to an organisation which is registered for Garda Vetting.

#### **5) Who is subject to Garda Vetting?**

All members of Hockey Ireland affiliated branches and clubs, both voluntary and paid staff, who regularly work with children and vulnerable adults in hockey must complete a vetting application. An individual will not work / volunteer with children or vulnerable persons in Hockey Ireland until their vetting application has been completed and the outcome conveyed to the Liaison Person. It will be an offence to start a person in relevant work before a vetting application has been completed.

#### **6) What are the benefits of Garda Vetting?**

- Protection of children and vulnerable adults
- Protection of the Association and Club
- Protection of coaches and volunteers
- Management of risk
- Garda Vetting is one of the key elements of the safe recruitment process

#### **7) Who provides Garda Vetting?**

Vetting is carried out by the National Vetting Bureau of An Garda Síochána. Vetting can only be accessed through Hockey Ireland, the NVB does not deal with individual applicants. Vetting cannot be accessed through local Garda Stations. The National Vetting Bureau of the Garda Síochána conducts vetting of applicants engaged in relevant work to ascertain whether these applicants have a criminal record or prosecutions pending. Garda Vetting is the process by which the National Vetting Bureau gives a statement on whether a person has had any convictions - pending or completed - recorded against their name (subject to the Spent Convictions Act of 2016 which allows for certain convictions to become “spent”). In certain circumstances specified information may be disclosed.

Hockey Ireland is committed to the protection and welfare of children and vulnerable persons. As part of this commitment Hockey Ireland complies with relevant legislation and recommended best practice in recruitment and selection procedures for both employees and volunteers, and will conduct Garda Vetting, where appropriate, as part of this process. The purpose of this page is to provide information and guidance on Garda Vetting procedures within Hockey Ireland. This policy applies to Hockey Ireland employees and volunteers who carry out “relevant work” with children and /or vulnerable persons on a regular basis as defined in the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 – 2016. Responsibility for ensuring this policy is effectively implemented rests with the National Children’s Officer / Liaison Person within Hockey Ireland.