

## Garda Vetting Policy

Approved by:

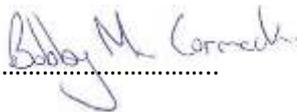


IDEA CEO:

Ruairí McKiernan

Date: 20/09/2025

Chair of National Council: .....



Bobby McCormack

Date: 24/09/2025

### Introduction

IDEA is committed to child safeguarding and the protection of vulnerable adults. A core part of safeguarding is ensuring that there is a robust process when recruiting staff/volunteers/contractors so that the young people and vulnerable adults, with whom we engage with, although mostly indirectly, are safe and protected from harm as far as reasonably possible.

This garda vetting policy is one part of a set of child safeguarding and vulnerable adult protection measures in IDEA which aims to provide a safe environment and meet our legislative and policy obligations. Therefore, this policy should along with IDEA's procedures on:

- Child Safeguarding Protection Policy and Procedures
- Vulnerable Adults Policy
- Child Safeguarding Statement & Risk Assessment
- Data Protection and Confidentiality
- Social Media
- Health and Safety

### Garda Vetting

Vetting is a criminal background check undertaken by an organisation on prospective new employees, volunteers, consultants and others carrying out relevant work. It is carried out with the permission of an applicant to establish what, if any, criminal record, pending or

completed, relating to them is held by the Gardaí which may deem them unsuitable to work with children or vulnerable adults.

Vetting will also include a check for any relevant “specified information” - which is information other than criminal convictions held by the Gardaí that leads to a genuine belief that a person poses a threat to children or vulnerable persons.

If specified information is going to be disclosed to IDEA, the Garda National Vetting Bureau (GNVB) must, in advance, notify the person of their intention to disclose this.

### **Legislative basis for Garda Vetting**

Since the introduction of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016, there is now a statutory requirement that people who carry out relevant work must be vetted prior to commencing employment or carrying out relevant volunteer work. IDEA will carry out garda vetting on any of its personnel who meet this legislative definition.

### **Relevant Work / Activities**

Any work or activities, which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to or contact with children or vulnerable persons. Details of relevant work or activities are outlined in part 1 and 2 of Schedule 1 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

#### [National Vetting Bureau \(Children and Vulnerable Persons\) Act 2012](#)

All staff, volunteers and independent contractors who meet this definition i.e. have regular contact with children or vulnerable adults will be required to be vetted in advance of them taking up their position.

IDEA will not rely on vetting disclosures conducted by a previous employer.

### **Roles and Responsibilities for Garda Vetting within IDEA**

It is the responsibility of the National Council to ensure that the correct policies are in place to facilitate vetting within the organisation.

The operational management of vetting for relevant IDEA personnel rests with the Vetting Contact Person, Elaine Mahon.

IDEA access garda vetting through an intermediary body - The National Youth Council of Ireland Garda Vetting Consortium. On our behalf, NYCI’s Vetting Liaison Person submits garda vetting applications to the National Vetting Bureau and also receives disclosures, which it shares with IDEA’s nominated Contact Person, Elaine Mahon.

This Contact Person has responsibility to manage all Garda Vetting applications and disclosures on behalf of IDEA. In the event of a disclosure of a criminal record the child safeguarding subgroup of the National Council will make a decision regarding suitability

within a legislative, human rights and natural justice framework. This sub-group (comprised of, Ruairi McKiernan, Jenny Gannon and another Board member) will consider the following:

- The individual's abilities, skills, experiences, and qualifications.
- The nature of the conviction(s) and sentence(s) imposed.
- Disclosure of the offence(s) by the person.
- The length of time since the offence(s) took place.
- The age of the person when the offence(s) was/were committed.
- The potential risk to our service users, staff and the reputation of the organisation.
- Conduct of the person before and after the offence.

A vetting disclosure will include the following information:

The criminal record (if any) relating to the person and a statement of specified information (if any) relating to the person which the Chief Bureau Officer has determined in accordance with Section 15 of the Act will be disclosed.

or

State that there is no criminal record or specified (soft) information in relation to the person.

Information of a conviction that falls under the Spent Convictions Act (2016) will not be included in a disclosure. The following convictions will always be disclosed:

- Offences against the person (except minor public order offences)
- Sexual offences
- Convictions on indictment that go to circuit court or higher court

### **Garda Vetting applications with outside of Ireland addresses**

As the Garda Vetting procedure only applies to those who have had addresses in the Republic of Ireland and Northern Ireland, IDEA reserves the right to seek further information for those that have lived abroad. An applicant who has lived overseas for a cumulative period of 1 year or more after the age of 18 should provide, where possible, a certified copy of police clearance for each country in which they have resided. These clearance certificates must cover the entire period of residence in each country. Only certified copies of police clearance documentation should be submitted. Applicants should note that uncertified documents and photocopies will not be accepted.

IDEA may occasionally recruit volunteers, contractors or facilitators for one-off events. The Act does not apply to persons who assist on an occasional basis and for no commercial consideration. This would include persons who assist on an occasional basis at events, forums, workshops unless their role involves the coaching, mentoring, counselling, teaching, training or overnight supervision of children or vulnerable persons.

The Vetting Act outlines that it is the responsibility of the sending organisation of placement students to undertake their vetting. IDEA will establish that this has taken place and that where a disclosure has been made, IDEA will revert to its vetting decision-making process in respect of the placement.

### Re- Vetting

IDEA will re-vet all relevant roles every three years.

The nominated Vetting Contact Person has responsibility to ensure that all existing and new roles within IDEA have been considered against the Vetting Act and that a record is kept which prompts any new or re-vetting processes.

### Confidentiality and Data Protection

All information in the vetting process will be held in a manner consistent with the IDEA's confidentiality procedures. IDEA will manage in a safe and secure manner the storage, handling and use of the Vetting Bureau disclosures and personal vetting information as per Data Protection Policy and legal obligations under Data Protection Legislation.

IDEA will not forward on disclosures of past staff or volunteers to their new or prospective employers, if requested.

### IDEA Role Matrix

Job Role	Schedule 1 National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016	Rationale
CEO	No	No regular direct care/supervision of children
Head of Membership, Quality & Impact	No	No regular direct care/supervision of children
Operations & Finance Manager	No	No regular direct care/supervision of children
Policy & Advocacy Manager	No	No regular direct care/supervision of children
Communications manager	No	No regular direct care/supervision of children
Capacity Development Programme Manager	No	No regular direct care/supervision of children
Public relations officer	No	No regular direct care/supervision of children
Code support officer	No	No regular direct care/supervision of children

#### Sch1.Part 1 #4

Any work or activity which consists of care or supervision of children unless the care or supervision is merely incidental to the care or supervision of persons who are not children.

Sch1. Part 1 #5

Any work or activity which consists of the provision of educational, training, cultural, recreational, leisure, social or physical activities (whether or not for commercial or any other consideration) to children unless the provision of educational, training, cultural, recreational, leisure, social or physical activities is merely incidental to the provision of educational, training, cultural, recreational, leisure, social or physical activities to persons who are not children.

Sch1. Part 1 #6

Any work or activity which consists of the provision of advice, guidance or developmental services (including by means of electronic interactive communications) to children unless the provision of the advice, guidance or developmental service is merely incidental to the provision of those services to persons who are not children.

Sch1. Part 1 #10 Any RESEARCH work or activity (however described) carried out in a university, institute of technology or other establishment at which third level education is provided where a necessary and regular part of the research work or activity involves contact with or access to children.