

## Garda Vetting for Youth Work Ireland Tipperary Volunteers and Staff

Garda Vetting is now in place for all personnel working in a full time, part time and/or voluntary capacity with children, young people and/ or vulnerable adults. In other words if you are working regularly with young people you must be garda vetted.

### *What is Garda Vetting?*

Garda Vetting is a check against the criminal record based on names and addresses.

### *Who should be Garda Vetted?*

All staff and volunteers who are working with Youth Work Ireland Tipperary or their associated Youth Clubs From January 2014 this will also include facilitators, paid tutors and regular leaders with the clubs. All Staff (Permanent / Temporary /Full Time/Part-time / Government Scheme) undergoes Garda Vetting **BEFORE** taking up post

Board Members of Tipperary Regional Youth Service must undergo Garda Vetting Prior to taking up their role

Volunteers / Student Placement, Interns must undergo Garda Vetting if the placement is scheduled to last longer than 20 days in any given month. If the placement requires the person to be in direct access to young people they must undergo Garda Vetting prior to taking up the placement. Strict supervision if the person is in contact with young people must be adhered to. Garda clearance from placing agency (University, Colleges etc.) is **not** sufficient, and must be supported by Garda Vetting by Youth Work Ireland Tipperary

### *What do you have to do?*

Fill in the garda vetting form (see below for a short guide)

### **Staff recruitment:**

- For any invitation to attend for interview for a Youth Work Ireland Tipperary position, participants are automatically sent out a blank garda vetting form and accompanying letter which will allow them to consent to allowing their form to be processed should they come successfully through the recruitment phase. Upon attending for interview, the job seeker should give their vetting form to the interview panel. If the job seeker is successful their form will be submitted to the Garda Vetting unit immediately. All other vetting forms will be disposed of. The prospective employee will be notified that their form has been submitted for vetting.
- Due to the lengthy period between submission of vetting forms and a response from the vetting unit, the following interim arrangement may be put in place, at the discretion of the CEO/ Board of Directors.
  - o The successful candidate will be asked to sign a declaration stating that they do not have a criminal conviction
  - o The successful candidate will provide two character references and written references as well as a telephone reference will be sought - verified work history
  - o The successful candidate will be requested to provide written confirmation from another organisation within a three year period that they were vetted by them and deemed suitable to work with vulnerable people. This confirmation will be checked by Youth Work Ireland Tipperary staff
- The successful candidate will be made aware that should their Garda Vetting be returned to Youth Work Ireland Tipperary unsatisfactory their employment contract with Youth Work Ireland Tipperary will be invalid.
- Fitness of work

### **Volunteer Recruitment**

For youth clubs, it is suggested that the Chairperson/ Secretary gives each youth club leader (who has not previously filled and returned a garda vetting form to Youth Work Ireland Tipperary) a garda vetting form and envelope, and agrees a date to collect the forms. For project volunteers, the project worker should give the form and envelopes to the potential volunteer, who can then return it sealed to either the worker, or post it directly to Youth Work Ireland Tipperary.

### *What happens during the vetting process?*

The forms come straight to the Vetting Liaison person in Youth Work Ireland Tipperary's head office, and from there they are sent on to our National Youth Office. Because of the confidential nature of this, the designated person in our national office then forwards the forms to the Garda Vetting Unit. After they have been processed the CEO of Youth Work Ireland Tipperary will then be informed of the results. This information is held in a secure location. If a form returns with a query mark, the CEO will contact the individual directly and privately.

Garda Vetting is not designed to scare people away from working with young people. Instead it is an added protection for everyone involved. If anyone has any queries they can contact Cora Horgan, CEO of Youth Work Ireland Tipperary at 0504 23426

### **Step by Step to Garda Clearance**

<b>No</b>	<b>Activity</b>	<b>Role of National Office</b>	<b>Role of Member Youth Services</b>
1	Complete and Forward Garda Vetting Application Form (GVF) to Garda Vetting Administrator in Tipperary Regional Youth Service		Form is completed by the applicant (see appendix 1 for guidance in completing GVF). The RVCP checks the form for errors ensuring that the applicant has signed the declaration and the RVCP person has signed the back of the form also. Writing must be clear and legible. The Garda Vetting form is accompanied by the typed Member Youth Service batch form which should include name of youth service, reference number, name, address, date of birth of applicant duly signed by RVCP in the Member Youth Service.
2	Verification of Forms, Batches and submission to the Garda Central Vetting Unit	GVF forms received by National Office are logged. Forms are checked and scrutinised for errors. All correct forms are submitted to Garda Central Vetting Unit accompanied by National Office Batch Form which includes name of youth service, reference number, along with name, address and date of birth of each applicant. Each Garda Vetting Application Form is signed by the Authorised Signatory in National Office accompanied by Youth Work Ireland's Batch Form (appendix 5). Incomplete GVFs or forms containing errors will be returned to the relevant RVCP in the Member Youth Service accompanied by checklist letter. A copy of the two batch forms are manually recorded and hard copy securely filed.	
3	Garda Central Vetting Unit	Completed processed GV forms received from the Garda Central	

		<p>Vetting Unit are noted manually. The original form is returned to the RVCP in the Member Youth Service</p> <p>(Garda vetting is done on a daily basis and National Offices commits to returning completed forms between 1 and 2 working days to Member Youth Services accompanied by letter</p> <p>From time to time queries do arise and these are dealt with the Garda Vetting Administrator in National Office who liaises with the Garda Central Vetting Unit.</p>	
4	Risk Assessment of Returns		<p>Member Youth Services carry out <b>RISK ASSESSMENT GUIDELINES</b></p> <p>Whilst it is important to bear in mind the nature of the work carried out by staff and volunteers in Youth Services, a conviction, prosecution or case pending will not necessarily bar an applicant from being considered for employment/engagement. The decision making process is fundamentally to assess the suitability of an applicant for employment/ placement or volunteering in the Youth Services context. Any information which arises from the Garda Vetting process may influence the decision of the Member Youth Service to offer a position and in some instances may warrant consideration in relation to whether the disciplinary process should be applied.</p> <p>The following criteria will be considered by the Member Youth Service (the list is not exhaustive):</p> <ul style="list-style-type: none"> <li>• The nature of any convictions</li> <li>• The number of any convictions</li> <li>• The frequency of any convictions</li> <li>• The post for which the person is seeking employment/engagement/promotion</li> <li>• The self-disclosure of the conviction/case pending by the applicant</li> <li>• Time lapse since last conviction</li> <li>• The steps the applicant has taken to prevent re-offending</li> </ul>

*Filling out the Garda Vetting Form:*

- Fill in ALL Fields – if a space does not apply to you – put in NA. Any blank field will result in the form being sent back.
- It's important to put in your PPS number.
- Try to give as comprehensive a list of previous addresses as you can – again don't forget to include year of residence, and do not leave blanks.
- Don't forget to fill in the second side.
- Sign the Declaration of Applicant Box!