



POLICY COVERSHEET

Name of Policy and Version:	VETTING POLICY v3.0
Policy Status:	New Policy <input type="checkbox"/> Revision of Existing Policy <input checked="" type="checkbox"/>
Approval for this policy given by:	DAI Board
Date of Approval:	This version of the policy was approved on 27.4.2019
Review Due Date:	27.4.2021
Contributors:	Governance & Policy Review Group
Document Location:	Approved Policy folder on Governance & Risk Google Drive Folder and on Staff Shared Drive in Policy folder.

The Dyslexia Association of Ireland (DAI) is committed to taking all necessary steps to ensure all individuals who access our service are safe and protected from harm as far as is reasonably possible. Our vetting policy is one of many policies that help us to achieve a high record in child welfare and safeguarding within the organisation. As such, this policy should not be considered in isolation but in the context of the full range of DAI policies and procedures, including our Health and Safety Statement, Recruitment Policy, Volunteer Policy, Child Protection Policy and Safeguarding Statement.

This vetting policy has been developed with these in mind, as well as best practice within the education and non-profit sector, our legal obligations, and the values that underpin our work.

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 (i.e. work that involves regular and necessary access to and/or contact with children and/or vulnerable adults must be vetted prior to commencing employment or carrying out relevant volunteer work.

At the outset, it is important to note that having a criminal record will not automatically exclude an individual from employment or volunteering with the DAI. Factors that will be considered in such circumstances, including:

- 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 service users, volunteers, employees and the reputation of the organisation; and
- conduct of the person before and after the offence

What is Vetting?

Vetting is a criminal background check undertaken by an organisation on prospective new employees, volunteers, students, 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 DAI, the National Vetting Bureau (NVB) must, in advance, notify the person of their intention to disclose this.

What is included in a vetting disclosure?

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 should 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.

As the Garda Vetting procedure only applies to those who have had addresses in the Republic of Ireland and Northern Ireland, DAI reserves the right to seek further assurances for those that have lived abroad. An applicant who has lived overseas for a cumulative period of 3 years or more after the age of 18 must provide 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.

Why we undertake vetting

Vetting is undertaken primarily to ensure that the people who access our services are safe and protected within the organisation. Vetting is one of many steps that we take during the recruitment and selection process to help ensure that only those suitable to work with the young people and vulnerable adults that access our service are given the opportunity to do so. All organisations working with children, young people and vulnerable adults have an obligation under law to undertake vetting.

Who is responsible for vetting?

It is the responsibility of the Board of Directors to ensure that the correct policies are in place to facilitate vetting within the organisation. Day to day operational management of vetting and the design of specific vetting processes has been delegated to the Designated Liaison Person who is the CEO of the organisation.

Who should be vetted?

The Vetting Act defines people who should be vetted as: “any person who is carrying out work or activity, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable adults”.

Paid Staff: By virtue of DAI being an organisation that works primarily with and for children, young people and some vulnerable adults, all staff are required to be vetted without exception.

Volunteers: All volunteers who have regular contact with children or vulnerable adults will be asked to be vetted in advance of them taking up their position. DAI occasionally avails of volunteers, parents, or helpers 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 fundraising events and community events. Should the responsibility of the volunteer include the coaching, mentoring, counselling, teaching, training or supervision of children or vulnerable persons then they must be vetted.

Board Members: While Board Members do not have frequent access to children and vulnerable adults, in the course of their duties, it does happen at regular intervals. As a matter of best practice, all Board Members shall be vetted in advance of assuming their role as a Director of the company. It shall be the responsibility of the Company Secretary to ensure this has taken place.

The National Vetting Bureau permits the vetting of those over the age of 16 years old. Where an application is being made for a 16/17-year-old, consent of the parent/guardian must also be obtained. All applications for people under 18 years old must be accompanied by a Parent/Guardian Consent form.

Re-vetting and retrospective vetting

It is the practice of DAI to re-vet every three years. For relevant staff or board members and volunteers who have heretofore not been required to be vetted, until the commencement of this policy, DAI will seek to complete the vetting process for them as soon as practicable.

HOW DOES VETTING HAPPEN?

E-Vetting Process: DAI transitioned to E-Vetting in 2017. This process will be explained to vetting subjects prior to them beginning the process by their (prospective) line manager.

Step 1 – Identification Check: Identification of the vetting subject will be verified by their (prospective) line manager. The identification provided must be accepted under the NVB 100-point check list below. Copies of the identification documents provided shall be taken and held on file. The 100-point check is a personal identification system. We require vetting subjects to present identification totalling 100 points to ensure the NVB are checking the correct person. At least one form of photographic evidence must be supplied, along with proof of current address; these should be attached to a completed DAI Identification Verification Form (that form should be signed by the individual's prospective line manager or member of DAI senior management).

100 Point Check for over 18's

Identification Types	Score
Irish driving licence or learner permit (new credit card format)	80
Irish Public Services Card	80
Passport (from country of citizenship or an Irish Passport Card)	70
P60, P45 or Payslip (with home address)	35
Utility Bill e.g. gas, electricity, television, broadband (must be no more than 6 months old, online prints acceptable, mobile bills unacceptable)	35
Social Services Card or Medical Card (with Photo)	40
Bank, Building Society or Credit Union Statement	35
National Age Card (issued by An Garda Síochána)	25

100 Point Check for under 18's only

Identification Types	Score
Birth Certificate	100
Passport	100
Written Statement by a Principal confirming attendance at educational institution on a letter head of that institution.	100

Step 2 – Complete a Vetting Invitation Form: Next the vetting subject shall be required to complete a vetting invitation form, giving permission for the vetting check on them. This form should be completed in full and the particulars entered must match those provided at step 1. This form should be returned to the CEO, who is the Designated Liaison Person with the National Vetting Bureau. All Vetting Forms must be completed in full, and signed and dated within 6 months of the date of submission. Incomplete forms will be returned to the applicant. It is important that all Garda Vetting Forms are filled out correctly and that any past convictions of an offence are

disclosed in full on the form being submitted to DAI. Incomplete disclosures will be considered as a false disclosure and viewed very seriously.

The original Vetting Invitation Form and accompanying Identity Verification Form will be stored in a secure filing cabinet.

A functioning email address is required for the e-vetting procedure and should be entered onto the Vetting Invitation Form. The CEO shall input this data into the online e-vetting system which will generate an e-mail to the vetting subject inviting them to complete their vetting form online.

Step 3 – Online Data Entry: The online vetting form will be prepopulated with information given in previous steps. The vetting subject must complete the form, including details such as place of birth, passport number and where applicable, any previous criminal record. This information is submitted directly to the NVB where it will be processed.

The information provided by the vetting subject will be reviewed against Garda records. Once completed, the NVB will issue a vetting disclosure to the CEO for review.

Step 4 – Vetting Disclosure: A vetting disclosure will either be:

- a statement from the NVB that there is no criminal record or specified information in relation to the person (subject to the Spent Convictions Act 2016), or
- A statement from the NVB detailing a criminal record(s) and/or specified information related to the applicant.

If specified information is to be disclosed to the DAI, the NVB's Chief Bureau Officer will have, in advance, notified the vetting subject of the intention to disclose such information. The vetting subject will have had an opportunity to make an appeal against that decision.

Should a disclosure of a criminal record be made, DAI shall as soon as practicable give the vetting subject an opportunity to verify the information. They may be asked to provide additional details to the incident(s) relating to any offence committed. Any discussion should be noted, particularly where a conviction was not disclosed by the vetting subject in advance.

The vetting subject should be given details of the disclosure made against them and told of their right to dispute the disclosure with the NVB. They should also be informed of the vetting decision-making process.

Disputing a vetting disclosure

Where a vetting subject disputes the details contained in a vetting disclosure from the National Vetting Bureau, they may dispute the disclosure in one of two ways.

1. In relation to disputes around a criminal record they may refer the issue to the National Vetting Bureau dispute process. This process is activated by the vetting subject and the following procedure should be implemented:
 - a) The vetting subject should outline the exact basis of their dispute and submit it in writing to DAI's CEO within 5 working days of them becoming aware of the disclosure.

- b) The CEO will submit the report received from the vetting subject, along with the vetting subject's original Garda Vetting Application Form to National Vetting Bureau for further checks to be conducted.
- c) If the vetting subject indicates there were errors or omissions made by them while completing the original application form, they should be requested to complete a new application form; and both the original and the new application forms should then be submitted together with the request for further checks to be conducted by the NVB.
- d) If, following the result of further checks, the vetting subject still disputes any detail in the Garda Vetting Disclosure issued in respect of them, arrangements will be made for further validation procedures to be undertaken in order to resolve the matters at issue in the dispute.
- e) At the conclusion of the dispute resolution procedure, decisions in respect of the suitability of the vetting subject for a position are solely the responsibility of DAI.

2. In relation to disputes around specified information a vetting subject should follow the process as outlined in section 18 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016. Further details on this can be found at the following website:

<https://vetting.garda.ie/Disputes/Appeal>

Vetting decision-making: The vetting process is one of the factors to take into account when an individual is being considered for a role in DAI. Where there are no disclosures of a criminal record or specified information, DAI will proceed with the recruitment process as prescribed by our relevant policies.

In all matters relating to a vetting disclosure being received from the National Vetting Bureau, or self-disclosure by an individual, the decision to issue an offer of employment/volunteer position or the continuation of their position, is a matter for DAI.

Minor charge(s)/prosecution(s) and/or conviction(s): In the cases of a previously unknown to DAI minor charge/prosecution and/or conviction, which within the absolute discretion of DAI are not considered to pose any risk to children, vulnerable adults or the wider community, they will be discussed with the vetting subject by one or more of the DAI Safeguarding Sub Committee. Following discussions, if the vetting has been cleared, a written assurance to the line manager that the vetting subject has been subject to vetting and has been deemed appropriate to take up/retain their position.

If the vetting subject has not been cleared, the case will be escalated and considered in accordance with Serious charge(s)/prosecution(s) and/or conviction(s).

Serious charge(s)/prosecution(s) and/or conviction(s): In the case of a previously unknown serious charge/prosecution and/or conviction, the nature of which could indicate a potential risk to children, vulnerable adults or the wider community, a Safeguarding Sub-Committee will be convened that will seek to meet with the vetting subject to discuss the circumstances of the

charge/prosecution and/or conviction. In consideration of a disclosure, the members of the Committee will be guided by factors that include but not limited to:

- The nature of the conviction(s) and sentence(s) imposed;
- Disclosure of the offence(s) by the person;
- The individual's abilities, skills, experiences, and qualifications;
- 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 service users, volunteers, employees and the reputation of the organisation;
- Conduct of the person before and after the offence; and
- The paramountcy principle of the protection of children and young people within our service.

It is important to note that whilst the factors above shall be considered, the list is not exhaustive, and the assessment shall be made taking into account all relevant factors and circumstances pertaining to the particular vetting subject and their current/prospective position.

The Safeguarding Sub-Committee will comprise the CEO, the Chair of the Board and at least one other Board member.

Following review by the Safeguarding Sub-Committee, it will be decided if the vetting subject has cleared the vetting process and if they can continue with their (current/prospective) position. If the Committee is of the view clearance has not been obtained, the case shall be escalated and the disclosure shall require further review in accordance with the section on Further review of serious charge(s)/prosecution(s) and/or conviction(s) as laid out below.

If the vetting subject has been cleared at this point, the Committee will provide written assurance to the line manager that the vetting subject has been subject to vetting and has been deemed appropriate to take up/retain their position.

Appeals Mechanism: In the event that the vetting subject is dissatisfied with the decision of the Safeguarding Sub Committee, they may appeal the decision within 10 days to the CEO, to have their case reviewed by the Board of Directors.

Confidentiality and Data Protection: All information in the vetting process will be held in a manner consistent with the DAI's confidentiality and data protection policy. DAI also complies fully with good practice regarding the secure 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.

DAI will not rely on vetting disclosures conducted by a previous employer, nor shall it forward on disclosures of past staff or volunteers to their new or prospective employers.