



ICHAS

Section 5 - Policies and Procedures associated Access, Transfer & Progression

Subject:	Procedure Associated with Garda Vetting		
<i>Date Approved by Academic Council:</i>			June 2021
Policy Version	1/2021	Date due for Revision	February 2024
Parent Policy	Policy on Garda Vetting		

INTRODUCTION

The following procedure sets out the steps for Garda Vetting, which is a requirement for all programmes where students and Faculty will have access to children or other vulnerable groups as a part of their programmes of study.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Vetting Subject	<p>Complete the Garda Vetting process as advised by the Vetting Officer within the required timeframe.</p> <p>Comply with all rules and regulations related to Garda Vetting as outlined in this procedure.</p> <p>Inform the College of any conviction or case pending at the earliest possible opportunity at any stage that it occurs throughout the programme.</p>
Garda Vetting Officer	<p>Over sees and provides guidance of the Garda vetting process in the college</p> <p>Identifies disclosures (other than NIL) and refers to the Garda Vetting Committee..</p>

Garda Vetting Committee	The Garda Vetting Committee is responsible for conducting its activity in line with the Terms of reference for the Garda Vetting Committee
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Procedure

Certain College programmes require that students and staff submit their personal details for **vetting by the National Vetting Bureau which is mandatory** for persons who wish to undertake relevant work or activities with children or vulnerable adults. This requirement applies to anyone who will have regular access to children and/or vulnerable persons in the course of their employment. It is now a criminal offence for organisations to fail to carry out the necessary vetting of such employees, contractors and volunteers.

Students are informed at that they must fully and honestly complete the Garda Vetting Form. Failure to disclose a criminal conviction automatically renders what may appear to be a very minor offence, unrelated to children or minors, to be a serious breach of ICHAS regulations. That is, it will be interpreted as an attempt to mislead and deceive the College.

- Any student enquiring to undertake a programme requiring Garda Vetting will be fully informed of same prior to enrolment.
- At application stage, potential students are notified that Garda Vetting is required, all applicants must consent to the Garda Vetting Policies and Procedures in order to progress with their application.
- No student will be permitted to participate in Practice Placement or any other College sanctioned activity where they will have contact with Children or Vulnerable persons.

Garda Vetting Application Process

- Step 1.** Garda Vetting officer send vetting invitation, vetting information and identification requirements to the vetting subject.
- Step 2.** The vetting subject manually completes and forwards to the vetting officer with a vetting completed Invitation Form accompanied by originals of Identifications as set out in the garda vetting checklist.
- Step 3.** The vetting officer validates proof of identity and registers vetting subjects details on the Garda Vetting system.
- Step 4.** National Vetting Bureau sends the vetting subject an e-mail with a link attached inviting him/her to complete a Vetting Application Form.
- Step 5.** The vetting subject completes a Vetting Application Form online and submits.
- Step 6.** The Vetting officer reviews the Vetting Application Form and submits it to the National Vetting Bureau.

- Step 7.** The National Vetting Bureau processes the application and forwards a vetting disclosure to the College.
- Step 8.** The College reviews the vetting disclosure and as soon as is practicable provides a copy of the disclosure to the vetting subject.
- Step 9.** (Only applies to individuals who resided outside of Ireland for three years or more). If the applicant has resided outside Ireland for a cumulative period of 36 months or more over the age of 18 they must also furnish a Foreign Police Certificate (FPC) from the country or countries It is best to contact the embassy of the country in question to seek further information

Failure to undertake Garda vetting process

- Failure to return the completed Garda Vetting form in the first instance will result in a final reminder being issued and a revised deadline specified.
- Failure to return the completed Garda Vetting form by the revised deadline may result in the a student being withdrawn or an offer of a place being resended.

Disclosures

- All communications with vetting subjects, and with the GSNVB in respect of applications, are confidential. Information collected as part of this vetting process will be treated in confidence by the designated Vetting Officer
- Disclosures from the **National Vetting Bureau will be classified under the following headings**
 - a. NIL Outcome: According to National Vetting Bureau records, there are no previous convictions recorded against the vetting subject. This is signified by 'Nil' appearing on the disclosure.
 - b. Case(s) Pending (Minor Offences)
 - c. Case(s) Pending (Serious Offences)
 - d. Convictions (Minor Offences) Convictions (Serious Offences)

Where a disclosure returns anything other than a NIL outcome, the vetting officer will return this information to the Garda Vetting Committee as a matter of urgency.

- In the event that a student fails to complete the Garda Vetting procedure prior to commencement of the practice placement element of their programme, the student will not be authorised to undertake a practice placement in line with the colleges fitness to practice Policy.
- In the event of a practice placement being delayed, this can have implications for the student's wider programme of study.
- Student who may be on deferral or a leave from studies will be required to undergo Garda vetting when returning to their programme of studies.
- In the event of any change in the vetting subject's status regarding criminal convictions or Garda Vetting, the vetting subject is required to immediately

communicate the details of the change to the Garda Vetting Officer who will inform the Garda Vetting Committee.

- Should a criminal trial be 'pending' at the time a student completes the Garda Vetting form, he/she shall, be deemed innocent of the charge. However, students are requested to inform the College of (a) of the nature of the charge and (b) of the outcome of the trial.
- Where Cases are pending, such cases will be review by the Garda Vetting Committee
- Where cases pending refer to serious offences the college reserves the right to require student to postpone their studies, until such time as the case has been concluded.
- Once the case has been concluded the Vetting Subject will be required to complete a new vetting application.

Please note that Garda vetting with the College is carried out within that context and placement providers will require student to undergo further Garda vetting for their organisation.

Linked Policies and Procedures

Linked Policies	Policy on Work Based Learning Policy on Fitness to Practice Policy on Appeals Policy on Access, Amplicons and Admissions Policy on Transfer and Progression Policy on Staff Recruitment, Management and Development
Linked Procedures	Procedure Associated with Garda Vetting Procedure Associated with Work Based Learning Procedure Associated with Fitness to Practice Procedure Associated with Appeals Procedure Associated with Access, Amplicons and Admissions Procedure Associated with Transfer and Progression Procedure Associated with Staff Recruitment, Management and Development