



diocese
of limerick
our catholic community

Garda Vetting in the Diocese of Limerick

Frequently Asked Questions

What is Garda Vetting?

Garda vetting is a background check completed by the National Vetting Bureau to establish whether there is any criminal record or specified information relating to a vetting applicant. Where the National Vetting Bureau receives an application for vetting in respect of a person it will make such enquiries of An Garda Síochána as it deems necessary to establish whether there is any criminal record or specified information relating to the person.

Who at Parish level is responsible for ensuring that vetting is required and requested?

The Parish Priest is usually the person responsible but he may delegate this to his nominated Lay Designated Signatory who will have been trained by the Diocesan Vetting Service.

Who conducts Garda Vetting?

Vetting is conducted by the National Vetting Bureau on behalf of relevant organisations. The Diocese is such a relevant organisation and is registered with the Bureau.

Is it Confidential?

YES.

All applications and correspondence are treated with the utmost confidentiality and in accordance with GDPR and the Data Protection Acts.

What is a Vetting Liaison Person?

The Vetting Liaison Person is the person authorised by the Diocese to submit vetting application forms to the National Vetting Bureau and receive disclosures from the National Vetting Bureau. The Vetting Liaison Person is trained by the National Vetting Bureau

What is the Vetting Process?

When a Parish Priest wishes to appoint a staff member or engage a volunteer in a role that requires vetting the Parish Priest /Lay Designated Signatory will provide the person with a vetting Form NVB1 and Guidance for completing same. *(Please go to "Overview of the Diocesan Vetting Process for Parish/Church Ministry" at the end of this document for comprehensive details of the vetting process)*

What is eVetting?

eVetting is the process whereby applications for Garda Vetting are submitted electronically to the National Vetting Bureau, by the Vetting Liaison Person. The eVetting process removes the lengthy paper application previously used and replaces it with an electronic form. As eVetting is an on-line process it requires that the applicant has access to a valid email address and access to the internet. eVetting also enables the applicant to trace the progress of their own application, removing the need for them to contact the Vetting Liaison Person with a query regarding their application status.

Who is required to be vetted in the Diocese?

Any person who is involved in relevant work or activity with children or vulnerable persons for example:

- Clergy (Bishops, Priests, Deacons), Chaplains;
- Sacristans responsible for Altar Servers
- Supervisors of Altar Servers;
- Eucharistic Ministers who bring the Eucharist to homes, hospitals, care homes and other institutions where there are children and/or vulnerable persons present;
- Leaders of youth ministry and youth liturgy groups including, for example, youth choirs, parish run youth clubs, Pope John Paul II Awards
- Leaders of Communion Programme: "Do This in Memory of Me";
- Leaders of Confirmation Programme: "You shall be my witnesses";
- Those whose ministry, work, activity, involves the coaching, mentoring, counselling, teaching or training of children and/or vulnerable persons;
- All other roles which involve a person in activities with children and/or vulnerable persons which are more than incidental,

How long does Garda Vetting take?

The current turnaround time for vetting applications submitted by organisations utilising the e-Vetting system is 5 working days for over 85% of applications received.

The eVetting process commences on the date the applicant completes their online vetting form (NVB2).

I cannot remember some of my addresses. What should I do?

Please submit as much of the address as possible, for example the street/road, town, county and postcode. You will be required to enter a note on the form stating that you cannot remember the full address.

What is a Vetting Disclosure?

Disclosure is the term used by the National Vetting Bureau for an outcome to a vetting application. The National Vetting Bureau will notify the Vetting Liaison Person by email that an application has been completed and a disclosure is available.

There are two types of disclosure

- (i) NIL Disclosure – No criminal record or specified information relating to the person has been identified
- (ii) Actual Disclosure – Criminal record(s) or/and specified information relating to the person has been identified

What if I have a Criminal record?

This may or may not affect your application. Disclosures however minor or serious must be dealt with on a case by case basis by the Director of Safeguarding.

What is the procedure where an applicant disputes the details contained in a Vetting Disclosure?

The Applicant should outline in writing to the Vetting Liaison Person the exact basis of their dispute. The Vetting Liaison Person will submit the applicant's report to the National Vetting Bureau. Further checks will be carried out by the National Vetting Bureau who will correspond with the Vetting Liaison Person in due course. The Vetting Liaison Person will inform the applicant of the outcome when it is available to them.

How long is vetting valid for?

Vetting is valid in the Diocese of Limerick for 3 years after which time it will expire. If a person wishes to continue in the role after their vetting has expired they are required to be re-vetted prior to the date of expiry of their current vetting.

Can I be vetted if I am under 18 years of age?

When a Parish Priest wishes to engage a person who is over 16 years of age and under 18 years of age in a role that requires vetting the Parent\Guardian Consent Form NVB3 must be completed by both the young person and their parent/guardian. The Parish Priest/Lay Designated Signatory provide the NVB3 Form and the Guidance for completing same to the young person and their parent/guardian.

(Please see "Overview of the Diocesan Vetting Process for Parish/Church Ministry" at the end of this document for comprehensive details of the vetting process)

I already have Garda Vetting from another organisation, do I need to be vetted by the Diocese?

YES.

Garda Vetting cannot be transferred between organisations. Some individuals may already have completed Garda vetting through bodies other than the Diocese of Limerick. The information disclosed during vetting is the "property" of the organisation that seeks it in the first instance and therefore (under data protection) shouldn't be passed from organisation to organisation (except in exceptional situations where there is a shared vetting agreement in place).

Can I use the vetting disclosure obtained by the Diocese of Limerick for another organisation?

No.

Garda Vetting cannot be transferred between organisations. The information disclosed during vetting is the "property" of the Diocese in the first instance and therefore (under data protection) shouldn't be passed from organisation to organisation (except in exceptional situations where there is a shared vetting agreement in place).

Can I request a copy of my vetting disclosure?

Yes.

If you wish to receive a copy of your vetting disclosure you can request this from the Diocesan Vetting Service. Please note that the vetting disclosure is only valid within the Diocese of Limerick and for a period of 3 years from the date it was issued.

Is it an offence to commence working/volunteering if you are not vetted?

Yes.

It is a criminal offence for any person to commence working/volunteering with children or vulnerable adults on behalf of the Diocese without first obtaining a vetting disclosure from the National Vetting Bureau in respect of the role for which they have been recruited. Therefore, a person is not permitted to commence working/volunteering in the Diocese prior to vetting being successfully completed by the National Vetting Bureau.

What if I lived overseas?

Garda Vetting only covers addresses in the Republic of Ireland and Northern Ireland.

If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, from the date of your 16th birthday, the Diocese may require you to obtain a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there.

You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries. Seeking security clearances from other countries (e.g. UK, USA etc.) are the responsibility of the applicant. It is a process which can take an amount of time. Therefore, we would strongly advise that you commence seeking international security clearances as soon as possible.

Note: Any costs incurred will be borne by the applicant.

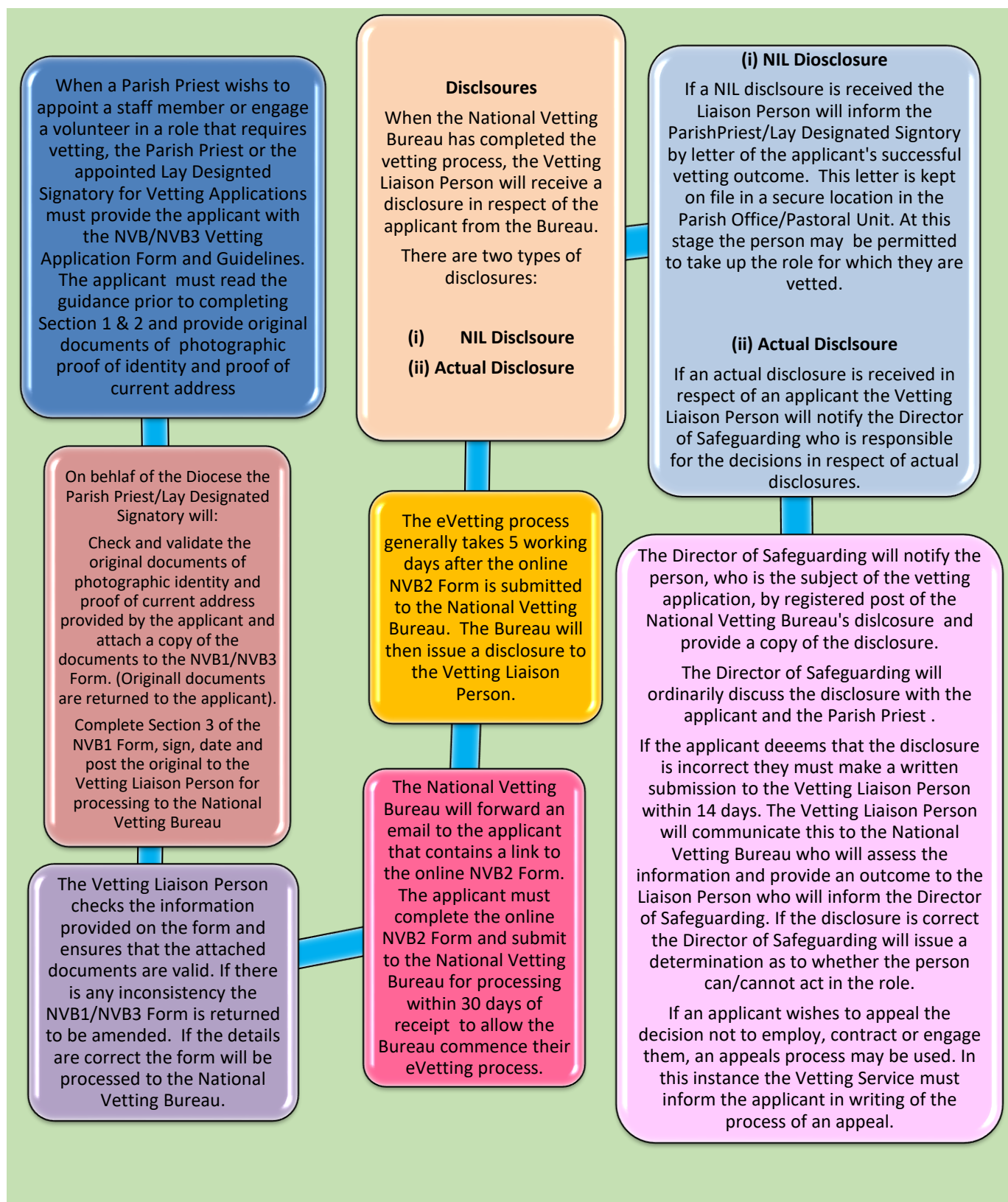
Please see useful links below on how to get a police clearance certificate:

Teaching Council of Ireland: <https://www.teachingcouncil.ie/en/Vetting-Re-vetting/Overseas-Police-Clearance/How-to-get-a-police-certificate-.pdf>

H.S.E.: <https://www.hse.ie/eng/staff/jobs/recruitment-process/garda-clearance.html>

DRAFT

Overview of the Diocesan Vetting Process for Parish/Church Ministry



A person is not permitted to carry out relevant work or activities until the Vetting Service confirm, to the Parish Priest/Lay Designated Signatory that the persons vetting has been successfully completed