

**Service Level Agreement
between the
Catholic Diocese of Limerick
and
Primary Schools
for the Provision of a
Vetting Application Processing Service under the National Vetting Bureau
(Children and Vulnerable Persons) Acts 2012 – 2016**

This SERVICE AGREEMENT is made on day of 201 (the Commencement Date)

BETWEEN

THE CATHOLIC DIOCESE OF LIMERICK

AND

SCHOOL NAME & ROLL NUMBER

The following authorised representatives of each party execute this Agreement at the Commencement Date:

Diocese of Limerick

School (Affiliate Organisation)



Bishop of Limerick

Chairperson Board of Management

This agreement supersedes all previous descriptions of the vetting service and remains in place until either party withdraws their agreement or agrees to a revised Service Level Agreement

The Diocesan Vetting Service to Affiliate Primary Schools is confined to non-teaching staff or volunteers who are employed or permitted to be involved in relevant work in the school

The Diocese cannot provide a vetting facility for persons providing services to the school who are not employed by or engaged by the Board of Management of the school for example:

- *Volunteers coming from other Organisations e.g. GAA;*
- *External Contractors Providing a Service;*
- *Post-primary or Third Level Work Experience/Placements;*
- *All those using school facilities, in their own right, after school hours*

Note: The above list is not exhaustive

School Contact Persons & Dedicated Vetting Email Address

The Contact Persons, nominated by the School Board of Management, for the purpose of preparing and submitting vetting applications to the Vetting Office are: (please complete in block capitals). In the event that the Contact person is replaced for any length of time (i.e. cover for leave of any kind/retirement etc) the Board of Management must confirm, in writing, to the Diocesan Liaison Person the details of the new Contact Person, their period of cover/date of commencement etc.

| Name | Position | Tel (day) | Tel (eve) |
|-------------|------------------------------------|------------------|------------------|
| | Chairperson of Board of Management | | |
| | School Principal | | |

The dedicated email account/address which the school must set-up for the sole purpose of receiving/sending information pertaining to the vetting application/disclosure process is

Email: _____

Diocesan Vetting Service Email and Address

Contact Person: Vetting Liaison Person

Address: Limerick Diocesan Centre
St. Munchins
Corbally
Limerick

Email: vetting@limerickdiocese.org

Service Agreement Provision of Vetting Application Processing Services

On the 29th of April 2016 the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016* came into effect. This Act provides a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons.

The Act stipulates that a 'relevant organisation' shall not permit any person to undertake relevant work or activities on behalf of the organisation, unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person.

A school is such a 'relevant organisation'.

The Act further provides for the establishment, by the National Vetting Bureau, of a register of relevant organisations for the purposes of applying for and receiving vetting disclosures in accordance with the Act.

The Diocese of Limerick is a 'Registered Relevant Organisation'.

Purpose

This Service Agreement outlines the terms and conditions under which the Diocese of Limerick, as a Registered Relevant Organisation, will provide **vetting application processing services** to a School so that the school may meet its vetting obligations under the Act.

Obligations of the Diocese of Limerick

Scope of Services

The Diocesan Vetting Service to the School is specifically for the vetting of individuals, aged 16 years and over, who are subject to the Act and have one of the following relationships with the Board of Management:

- are employed (retrospective vetting or re-vetting when enacted);
- are in receipt of a conditional offer of employment;
- are volunteering (re-vetting when enacted);
- are due to volunteer, subject to conditions;
- are engaged in the provision of services (re-vetting when enacted); or
- are due to be engaged in the provision of services, subject to conditions.

In respect of service delivery, the Diocesan Vetting Service agrees:

- To submit, on behalf of a School, all vetting applications made in accordance with the process detailed in **Appendix 1**
- To query any minor application discrepancies that may arise with the Contact Person(s) nominated by the School.
- To notify and return to the School any vetting applications that cannot be processed as a result of insufficient or illegible information.
- To manage the post-application-submission process in accordance with details contained in **Appendix 1**

Service Availability

The Liaison Person will provide vetting processing services for vetting applications received by post at Vetting Service, Limerick Diocesan Centre, St. Munchins, Corbally, Limerick and provide support in respect of the processing service via email to/from vetting@limerickdiocese.org. Every effort will be made to process applications in a timely manner. If the Vetting Service is not available for an extended period of time this will be notified to the school.

Confidentiality & Retention of Records

- It is the responsibility of the School to ensure that it complies with its obligations under applicable data protection laws, regulations and circulars that may be in place from time to time. This includes, but is not limited to, ensuring the confidentiality of the vetting documentation and process and the appropriate retention of such documents by the School.
- The Diocesan Vetting Service undertakes to protect and manage all data received in relation to a vetting application and disclosure in a manner that is compliant with all data protection laws and applicable regulations that may be in place from time to time.
- The Diocesan Vetting Service will limit the retention of data on vetting applications to that which is required by law and the Garda Vetting Bureau
- All communication in relation to vetting will only take place between the Liaison Person(s) and the Contact Person(s)
- The Garda Vetting Bureau may audit the Diocesan Vetting Service and/or the School from time to time to ensure compliance with Garda vetting legislation. As part of this audit, the Garda Vetting Bureau and/or the Diocesan Vetting Service may request certain documentation from the School.

The School agrees as follows:-

- (i) That it will retain the following documentation in relation to each vetting subject who is engaged in relevant work or activities (as defined in the Garda Vetting Bureau (Children and Vulnerable Persons) Act 2012 – 2016) with the School:
 - NVB 1 form;
 - NVB 3 form (where applicable);
 - copy documents used to prove the identity and address of the vetting subject;
 - copy of the vetting disclosure;
 - copy of any joint written agreement with another organisation relating to the placement of an individual in the School in accordance with Section 12(3A) of the Garda Vetting Bureau (Children and Vulnerable Persons) Act 2012 – 2016.
- (ii) That it will make the above documents available to either the Garda Vetting Bureau or the Diocesan Vetting Service within 21 days of a request in writing to do so.

Place of Service Delivery

The service covered by this agreement will be delivered at:

Address: Vetting Service
Diocese of Limerick
Diocesan Centre
St. Munchins
Corbally
Limerick
V94 925C

Email: vetting@limerickdiocese.org

Service Limitations

The service provided by the Diocesan Vetting Service is limited to the processing of applications for Vetting Disclosure.

All decisions in respect of:

- the requirement for vetting or
- the suitability of vetting subjects for positions in the School are the sole responsibility of the School Board of Management. The Diocesan Vetting Service has no input into any such decisions.

Obligations of the School

Nomination of Contact Persons

The School agrees:

- To nominate, in writing, **two Contact Persons** for the purpose of preparing and submitting vetting applications to the Registered Relevant Organisation on behalf of the School. Such persons will normally be the Chairperson of the Board of Management and the Principal Teacher. The Contact Persons will be the only points of contact between the Diocesan Vetting Service and the School
- To make provision for the attendance of the Contact Persons at any training or information sessions regarding the vetting application process that the Diocesan Vetting Service may arrange from time-to-time.
- To notify the Diocese of Limerick, in writing, in the event that there is a change of Contact Person during the term of this agreement.
- In the event that the Contact person is replaced for any length of time (i.e. cover for leave of any kind/retirement etc.) the Board of Management must confirm, in writing, to the Liaison Person the details of the new Contact Person, their period of cover/date of commencement etc

Dedicated Email Account

The School must establish and provide to the Diocesan Vetting Service the address of an email account that has been set-up for the sole purpose of receiving/sending information pertaining to the vetting application/disclosure process.

- The School must ensure that the nominated Contact Persons shall be the only persons that have access to this account.
- In the event of a change of Contact Person the School undertakes to change the email account passwords.

Submission of Vetting Applications

The Diocesan Vetting Service agrees:

- That it will provide the necessary information on the vetting process and parties to the process that will enable the Vetting Subject to grant informed consent to the processing of their vetting application. In this regard the School must furnish the information contained in **Appendix 2** to the person being vetted.
- To submit all vetting applications in accordance with the process requirements detailed in **Appendix 2** of this Agreement.

Compliance

The School agrees:

- To co-operate with arrangements by the Diocesan Vetting Service to ensure that the Diocese is in a position to establish that the vetting process in schools is compliant with all legal obligations and this Service Level Agreement.

Confidentiality & Retention of Records

- The school agrees to keep on record a copy of each applicants **NVB 1 Form to include a copy of photographic identification and proof of current address** for the life of the vetting application. A vetting disclosure in respect of each applicant must be filed with the NVB1 Form when received, by email, from the Vetting Service.
- It is the responsibility of the School to ensure that it complies with its obligations under applicable data protection laws, regulations and circulars that may be in place from time to time. This includes, but is not limited to, ensuring the confidentiality of the vetting documentation and process and the appropriate retention of such documents by the School.

Vetting Disclosures

- On receipt, from the Bureau, of a “NIL” Vetting Disclosure the Diocesan Vetting Service will forward same to the dedicated email address provided by the School.
- In the event that a Vetting Disclosure contains particulars of a criminal record relating to the Vetting Subject or a statement of specified information relating to the Vetting Subject the Vetting Office will send a hard copy of the Vetting Disclosure via registered post to the School Contact Person. The School must ensure that it manages any such disclosures appropriately, and in particular in accordance with any Department of Education and Skills Circulars and Regulations and the Diocese of Limerick Vetting Policy.

Amendment of the Agreement

Save as expressly provided in this Agreement, no amendment or variation of this Agreement shall be effective unless in writing and signed by a duly authorised representative of each of the parties to it.

Service amendments necessitated by, for example, legislative change, procedural changes made by the Bureau or Ministerial regulation will be notified, in writing, to the School. A similar process will apply if changes of a non-substantial nature are required based on, for example, feedback from schools. Such changes shall not be subject to the authorisation of the parties to this Agreement.

Termination of the Agreement

The Agreement shall terminate without notice in the event the School

- ceases to operate (i.e. closes or amalgamates with another school),
- is no longer a school under Catholic Patronage
- has had its recognition withdrawn by the Minister, subject to the provision of S.11 of the Education Act, 1998 or any replacement or substituted provision that may be enacted.

The Agreement shall terminate without notice in the event the Diocesan Vetting Service ceases, with immediate effect at the determination of the Bureau, to be listed on the register of Relevant Organisations.

The Diocesan Vetting Service retains the right to terminate this Agreement with immediate effect in the event:

- the School materially breaches any term of this Agreement
- the School persistently breaches any term of this Agreement in circumstances where the School has been notified of the breach, in writing, and has failed to remedy the said breach within 30 days of receipt of the notification.

Service Fee

The fee for vetting disclosure application services is currently discharged by the Department of Education and Skills on behalf of the School. In the event of any change to this arrangement the Diocesan Vetting Service retains the right to directly charge the School Board of Management for the services supplied under this Agreement. Any such fee will be notified in advance, in writing, to the School.

Definitions and Interpretations

See **Appendix 3** for definitions and Interpretations

APPENDIX 1

Vetting Application Process for Schools

Vetting Invitation Forms:

- Vetting Invitation Form NVB1 must be used for all persons being vetted.
 - Parent/Guardian Combined Consent Form NVB1/3 must be used if a Vetting Subject has reached the age of 16 but is under 18 years of age.
 - Forms NVB1 and NVB1 & 3 may be obtained by contacting the Liaison Person or via download at <http://www.limerickdiocesefeguarding.com> Appendix 5
<http://www.stsenansed.ie> Resources, Garda Vetting
- As amendments must periodically be made to the above Forms, current forms should be downloaded as required.

Completing Vetting Invitation Form NVB1

General

- The Form must be completed in full using BLOCK CAPITALS and writing must be clearly legible.
- The Form should be completed in BLUE PEN
- The person being vetted is required to complete Sections 1 and 2.
- The School Principal is required to complete Section 3.
- All person being vetted must provide original documents to validate their identity and current address as outlined in Section A.2.
- If the person being vetted is under 18 years of age, the Parent\Guardian Consent Form NVB1 & 3 must be completed
- The original version of the form must be submitted to the Diocesan Vetting Service - photocopies will not be accepted.

Personal Details (to be completed by person being vetted)

- Insert details for each field, allowing one block letter per box.
- For *Date of Birth* DD/MM/YYYY, allow one digit per box.
- It is very important that the person being vetted completes the *Email Address* field accurately and legibly, allowing one character/symbol per box. The invitation to the e-vetting website will be sent to the email address the person being vetted provides.
- The person being vetted must allow one digit per box for their *Contact Number*.
- The *Current Address* means the address that the person being vetted is now living at.
- The address fields should be completed in full, including Eircode/Postcode. Postal codes are mandatory for Northern Ireland. No abbreviations to be used.
- The *Email Address* and *Contact Number* on form NVB1 of a person being vetted under 18 years of age must be the email address and contact number of the parent/guardian that completes form NVB3.

Role Being Vetted For

- The *Role Being Vetted For* must be clearly stated. Generic terms such as "Volunteer" will not suffice. The relevant role/activity must be identified.

Declaration of person being vetted

- The person being vetted must confirm their understanding and acceptance of the first two statements in Section 2 by ticking the boxes provided and signing and dating the form.
- The School must provide the necessary information on the vetting process and parties to the process that enables the person being vetted to grant informed consent to the processing of their vetting application. In this regard the School must furnish the information contained in **Appendix 2** to the person being vetted.

Organisation Information

- *Name of the Organisation requesting vetting* is the name of the school.
- *Contact Person* is one of the two Contact Persons nominated by the School for the purpose of preparing and submitting vetting applications to the Diocesan Vetting Service on behalf of the School. Such persons will normally be the Chairperson of the Board of Management and the Principal Teacher.
- *Address of Organisation* is the address of the school.
- *Email* is the dedicated email account that has been set-up by the School for the sole purpose of receiving/sending information pertaining to the vetting application/disclosure process.
- *Contact No.* is the telephone number of the school

Person being vetted Identification Documents

- A person being vetted must provide an original form of photo ID and proof of current address to the School.
- At least two forms of original identification must be produced to validate the identity of the person being vetted when completing the Vetting Invitation Form NVB1
 - Photographic ID e.g. current passport or new format drivers licence
 - Current Proof of Address e.g. original versions of utility bill or bank statement (issued within the last six months)
- If the above original documents are not available other forms of identification/proof of current address may be used as outlined in Section 3 of the NVB 1 Form.
- Each identity document is awarded a number of points. The combination of identity documents provided must result in a combined score of 100 or above as per Section 3.
- Where person being vetted cannot reach 100 points an affidavit witnessed by a Commissioner for Oaths will suffice.
- Copies of these documents should also be forwarded to the Diocesan Vetting Service with Form NVB1. It is the responsibility of the School to retain copies of photographic proof of identification and proof of current address documents in compliance with data protection legislation.

Completion of Parent/Guardian Combined Consent Form NVB1 & 3

- Parent/Guardian Combined Consent Form NVB 1& 3 must be used if a person being vetted has reached the aged of 16 but is under 18 years of age **Appendix 2**
- The School must provide the necessary information on the vetting process and parties to the process that will enable the Parent/Guardian to grant informed consent to the processing application of the person being vetted. In this regard the School must provide the Parent/Guardian Combined Consent Form NVB1 & 3 to both the person being vetted and their Parent/Guardian **Appendix 2**
- The Email Address and Contact Number on form NVB1 of a person under 18 years of age must be the email address and contact number of the parent/guardian that completes form NVB3 see Guidance at **Appendix 2**

Submission of Forms

- It is the responsibility of the School to ensure that the relevant form(s) are completed accurately and legibly. Incomplete or illegible forms will result in a delay in the processing of the vetting disclosure application.
- The School must submit the original version of the completed form(s) accompanied by copies of the identification documents of the person being vetted to the Diocesan Vetting Service by post. The submission should be marked for the attention of the Liaison Person

Vetting Disclosures

- On receipt, from the Bureau, of a “NIL” Vetting Disclosure, the Diocesan Vetting Service will forward same to the dedicated email address provided by the School.
- In the event that a Vetting Disclosure contains particulars of a criminal record relating to the person being vetted or a statement of specified information relating to the person being vetted the Diocesan Vetting Service will send a hard copy of the Vetting Disclosure via registered post to the School Contact Person

Post School Vetting Application Submission Process

Vetting Invitation Forms:

- A Liaison Person in the Diocesan Vetting Service reviews the relevant form(s) and enters the data online using the Bureau’s eVetting facility. The person being vetted will receive an email directly from the National Vetting Bureau which will provide a link to an on-line vetting Application Form (NVB2). This form must be completed on-line within 30 days of the receipt of the email from the Bureau in order that the National Vetting Bureau can commence the vetting process. A reminder email will be sent after 21 days if the form has not been completed. Failure to complete the form will result in the link becoming inactive at the end of the 30-day period, in such an instance the application process will have to be recommenced.
- The Diocesan Vetting Service will review the online form NVB2 completed by the person being vetted and submit it to the Bureau
- The National Vetting Bureau will process the application. Further information on this process may be obtained by going to <https://vetting.garda.ie>
- The person being vetted can check the progress of their disclosure application by clicking on the link, received in the email from the Bureau, and going to the Track Application section of the e-vetting system
- On completion of the vetting process, by the Bureau, the Liaison Person will download a Disclosure from the Bureau’s database and forward same to the dedicated email address provided by the School.
- In the event that a Vetting Disclosure contains particulars of a criminal record or a statement of specified information relating to the person being vetted, the Diocesan Vetting Service will send a hardcopy of the Disclosure via registered post to the School Contact Person

APPENDIX 2

Information for Person Required to be Vetted

On the 29th of April 2016 the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016* came into effect. This Act provides a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. The Act stipulates that a School shall not permit any person to undertake relevant work or activities on behalf of the school unless the school receives a Vetting Disclosure from the National Vetting Bureau in respect of that person. A Vetting Disclosure refers to the outcome of the vetting application

A person over the age of 18 years who is required to be vetted by a school must complete an NVB1 Vetting Invitation Form provided to them by the school principal. The person who is being vetted must read the guidelines for completing the form carefully. Section 1 and 2 of the Form must be completed by the person being vetted and provide original documents of proof of identity and proof of current address to the school principal as outlined in Section 3. The school principal will check the documents and take a copy of each document. The school principal will complete Section 3 of the Form and forward the original Form with copies of the documents provided to the Diocesan Vetting Service. The Diocesan Vetting Service will process the application to the Garda Vetting Bureau.

The Garda Vetting Bureau generates an email to the email address provided inviting the person being vetted to complete the online NVB1 Form. This online Form must be completed within 30 days of receipt when it becomes inactive. Garda Vetting only commences when the online Form has been submitted to the National Vetting Bureau. The person being vetted will need their passport number and their mother's maiden name to hand when completing the online Form.

When the Diocesan Vetting Service receive a Vetting Disclosure in respect of a person who has been vetted, the Disclosure will be emailed to the school principal to a dedicated vetting email provided by the school.

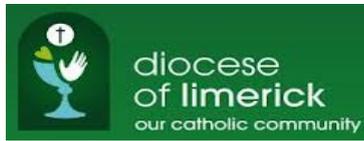
A person between the age of 16 years and 18 years who is required to be vetted by a school must complete the Parent/Guardian Combined Consent Form NVB1/3 which will be provided to them and their parent/guardian by the school principal. The person who is being vetted and their parent/guardian must read the guidelines for completing the Form carefully and complete accordingly.

On receipt of the completed Form the Diocesan Vetting Service processes the application to the Garda Vetting Bureau.

The Garda Vetting Bureau generates an email to the email address provided by the parent/guardian inviting the person being vetted to complete the online NVB1 Form. This online Form must be completed within 30 days of receipt when it becomes inactive. Garda Vetting only commences when the online Form has been submitted to the National Vetting Bureau. The person being vetted will need their passport number and their mother's maiden name to hand when completing the online Form.

When the Diocesan Vetting Service receive a Vetting Disclosure in respect of a person who has been vetted, the Disclosure will be emailed to the school principal to a dedicated vetting email provided by the school.

A Vetting Disclosure is the term used by the National Vetting Bureau when referring to a vetting outcome



Guidelines for Completing Vetting Invitation Form (NVB 1)

Please read these instructions carefully when completing the attached NVB 1 Form

THE DIOCESE DOES NOT PROVIDE A VETTING SERVICE TO PRIMARY SCHOOLS FOR THE FOLLOWING

- Volunteers coming from other Organisations e.g. GAA;
- External Contractors Providing a Service;
- Post-primary or Third Level Work Experience/Placements;
- All those using school facilities, in their own right, after school hours.

General:

- The Applicant is required to complete Section 1 and 2
- The Contact Person for the Parish/School is required to complete Section 3
- The Form must be completed in full using **BLOCK CAPITALS** and writing must be clearly legible.
- Photocopies of this form **will not** be accepted.
- All applicants will be required to provide documents to validate their identity and current address as outlined in Section 3.
- If the applicant is under 18 years of age, the Parent/Guardian Consent Form NVB 3 must be completed and returned with NVB1
- Vetting Liaison Person (for the purposes of Section 2) is the Vetting Administrator in the Diocese

Personal Details:

- Insert details for each field, allowing one block letter per box.
- For Date of Birth DD/MM/YYYY, allow one digit per box.
- Please fill in your Email Address accurately, allowing one character/symbol/number per box. The invitation to the e-vetting website will be sent to the email address you provide.
- Please allow one digit per box for your contact number.
- The Current Address means the address you are currently living at.
- The address fields should be completed in full, including Eircode/Postcode. Postal codes are mandatory for Northern Ireland. No abbreviations to be used.

Role Being Vetted For:

The role being applied for must be clearly stated. Generic terms such as "Volunteer" will not suffice.

Declaration of Applicant:

Applicants must confirm their understanding and acceptance of the first two statements in Section 2 by ticking the boxes provided and signing and dating the Form. Please note Electronic Signature not accepted.

Identification Documents:

Applicants are required to provide original documents to validate their identity and proof of current address.

- To validate photographic identity, applicants should provide their passport or a new format drivers' licence.
- To validate proof of current address, applicants should provide an original utility bill or bank statement issued within the last six months.

If these are not available other forms of identification/proof of current address may be used as outlined in Section 3.

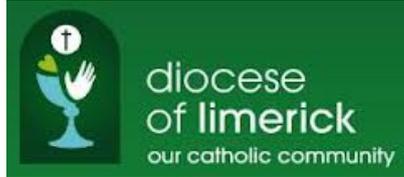
Each identity document is awarded a number of points. The combination of identity documents provided must result in a combined score of 100 or above – see Section 3.

On-line Form NVB2:

The applicant will receive an invitation from the Garda Vetting Bureau, to the e-vetting website, at the email address they provided. This provides access to the on-line NVB2 Form. This form must be completed within 30 days of receipt, after which it will then become inactive. The following information is required to complete NVB2 and **must** be to hand:

- Valid Passport Number
- Mothers maiden name
- Postcodes for Northern Ireland addresses are mandatory

**Diocese of Limerick
Vetting Service
Diocesan Centre
St. Munchins
Corbally
Limerick**



Please tick if you have been previously vetted by the Diocese of Limerick

| | |
|--|--|
| | |
|--|--|

| For Office Use Only | | |
|---|--|--|
| Date Returned | | |
| Date Received Back | | |
| Ref No: DOL001- | | |
| Date of Disclosure Received from NVB | | |
| Date of Parish Letter /School Email | | |
| Date of Read Receipt email received from School | | |

Form NVB1 Vetting Invitation

BLUE BALLPOINT PEN TO BE USED

BLUE BALLPOINT PEN TO BE USED

Section 1 – Personal Information

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

| | |
|------------------------|-----|
| Forename(s): | |
| Middle Name: | |
| Surname: | |
| Date Of Birth: | / / |
| Email Address: | |
| Contact Number: | |
| Role Being Vetted For: | |

Current Address:

| | |
|-------------------|--|
| Line 1: | |
| Line 2: | |
| Line 3: | |
| Line 4: | |
| Line 5: | |
| Eircode/Postcode: | |

Section 2 – Additional Information (Please tick box in respect of each Statement)

Organisation/Parish

I have been informed of the process involved in the making of this application. I consent to the making of this application, the disclosure of information by the National Vetting Bureau to the Vetting Liaison Person, and to the sharing of the disclosed information with the Parish/Diocese or School Contact Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

PLEASE TICK BOX

I have provided documentation to validate my identity and proof of current address, as outlined in Section 3, copies to be supplied to the Vetting Liaison Person (and kept on file at the School)

PLEASE TICK BOX

Applicant's Signature

Electronic Signature not accepted

Date: / /

Section 3 – Organisation Information

| | | | |
|---|--|-------------|--|
| Name of Parish/School requesting vetting. | | Roll No. | |
| Contact Person (signature below) | | Contact No. | |
| Address of Organisation. | | | |
| Email. | | | |

BLUE BALLPOINT PEN TO BE USED

BLUE BALLPOINT PEN TO BE USED

Photographic Identification / Proof of Address Documents

Please note original form of Photographic ID and proof of current address must be supplied for verification by the applicants in all instances. Please tick ✓ which documents are provided by the applicant. **Only the documents listed below can be accepted**

Copies of these documents must be forwarded by Schools to the Vetting Office and should also be held on file

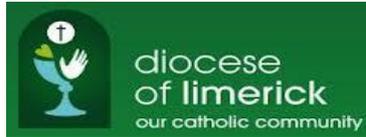
| Forms of Photographic ID - The combination of identity/proof of address documents provided must result in a combined score of 100. Important: Only the documents listed below can be accepted | Please insert ✓ to indicate which documents were provided | Over 18 Years Points for Vetting Applicant | Under 18 Years Points for Vetting Applicant |
|---|---|--|---|
| Forms of Photographic Identification –One, or more as outlined below must be provided | | | |
| Irish Driving license or learner permit (credit card format) | | 80 | |
| Passport | | 70 | 100 |
| Irish Certificate of Naturalisation | | 50 | |
| Birth Certificate (One form of Photographic ID must also be provided with birth certificate) | | 50 | 100 |
| Garda National Immigration Bureau (GNIB) Card | | 50 | |
| National Identity Card (EU/EEA/Swiss citizens) | | 50 | |
| Irish Driving Licence (old paper format) | | 40 | |
| Membership card from an Educational Institution | | 25 | |
| Current National Age card issued by An Garda Síochána | | 25 | |
| Forms of Proof of Current Address – One as outlined below must be provided | | | |
| Letter from employer(within last six months) confirming name and address | | 35 | |
| P60, p45 or Pay-slip (within the last year, with name and home address) | | 35 | |
| Utility Bill (Issued within last six months) (Mobile phone bills are not acceptable) | | 35 | |
| Bank/Building Society/Credit Union Statement (Issued with the last six months) | | 35 | |
| Current written statement from Principal confirming attendance at educational institution on letter head of that institution | | N/A | 100 |
| Vetting Subject is unable to achieve 100 points but has provided Affidavit witnessed by Commissioner for Oaths. | | 100 | 100 |
| Combined Minimum Score Required =100 | Total | | |

One in five forms that are submitted cannot be processed because information has not been filled in correctly /legibly and is returned to the Organisation

By signing this form, I confirm that I have reviewed originals of the documents indicated above in relation to the Vetting Applicant and that **I have validated the identity and current address of the Vetting Applicant** in accordance with the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016. I also confirm that copies of the identification documents have been retained in accordance with the Data Protection Acts 1988 to 2018 and GDPR.

Contact Person Signature
Electronic Signature not accepted

Date: / /



Guidelines for Completing Parent/Guardian Consent for Over 16 years and Under 18 years Complete Invitation Form NVB 1 as Follows (Areas highlighted in blue must be completed by the Parent/Guardian)

Personal Information:

The over 16 years and under 18 year-old Applicant should complete the following:

- Insert details for each field, allowing one block letter per box.
- For Date of Birth DD/MM/YYYY, allow one digit per box.
- The Current Address means the address you are currently living at.
- The address fields should be completed in full, including Eircode/Postcode. Postal codes are mandatory for Northern Ireland. No abbreviations to be used.

The Parent/Guardian should complete the following:

- **Email Address** accurately, allowing one character/symbol/number per box. The invitation to the e-vetting website will be sent to the email address you provide.
- **Contact Number**, allowing one character/symbol/number per box
- Please allow one digit per box for your contact number.

Role Being Vetted For:

The role being applied for must be clearly stated. Generic terms such as “Volunteer” will not suffice.

Declaration of Applicant:

Applicants must confirm their understanding and acceptance of the first two statements in Section 2 by ticking the boxes provided and signing and dating the Form. Please note Electronic Signature not accepted.

Identification Documents:

Applicants are required to provide original documents to validate their identity and proof of current address.

The over 16 years and under 18 year-old Applicant should provide the following:

- One of the forms of ID outlined in Section 3 under Points for Vetting Applicant Under 18 Years

The Parent/Guardian should provide the following:

- To validate photographic identity, applicants should provide their passport or a new format drivers' licence.
- To validate proof of current address, applicants should provide an original utility bill or bank statement issued within the last six months

If these are not available other forms of identification/proof of current address may be used as outlined in Section 3 Points for Vetting Applicant Over 18 Years.

Each identity document is awarded a number of points. The combination of identity documents provided must result in a combined score of 100 or above – see Section 3.

Parent/Guardian to Complete Consent Form NVB3 as Follows (Areas highlighted in blue must be completed by the Parent/Guardian)

This Form should be completed by the Parent/Guardian in its entirety. Ensure that consent box is ticked and that the form is signed and dated.

On-line Form NVB2 (to be completed by the over 16 years and under 18 years Applicant)

The Parent/Guardian will receive a link to the e-vetting website from the Garda Vetting Bureau. This provides access to the on-line NVB2 Form. This form must be completed by the applicant within 30 days of receipt after which it will become inactive. The following information is required to complete NVB2 and **must** be to hand:

- Valid Passport Number
- Mothers maiden name

Postcodes for Northern Ireland addresses are mandatory

Section 3 – Organisation Information

| | | | |
|---|--|-------------|--|
| Name of Parish/School requesting vetting. | | Roll No. | |
| Contact Person (signature below) | | Contact No. | |
| Address of Organisation. | | | |
| Email. | | | |

BLUE BALLPOINT PEN TO BE USED

BLUE BALLPOINT PEN TO BE USED

Photographic Identification / Proof of Address Documents

Please note original form of Photographic ID and proof of current address must be supplied for verification by the applicants in all instances. Please tick ✓ which documents are provided by the applicant. **Only the documents listed below can be accepted**

Copies of these documents must be forwarded by Schools to the Vetting Office and should also be held on file

| Forms of Photographic ID - The combination of identity/proof of address documents provided must result in a combined score of 100. Important: Only the documents listed below can be accepted | Please insert ✓ to indicate which documents were provided | Over 18 Years Points for Vetting Applicant | Under 18 Years Points for Vetting Applicant |
|---|---|--|---|
| Forms of Photographic Identification – One, or more as outlined below must be provided | | | |
| Irish Driving license or learner permit (credit card format) | | 80 | |
| Passport | | 70 | 100 |
| Irish Certificate of Naturalisation | | 50 | |
| Birth Certificate (One form of Photographic ID must also be provided with birth certificate) | | 50 | 100 |
| Garda National Immigration Bureau (GNIB) Card | | 50 | |
| National Identity Card (EU/EEA/Swiss citizens) | | 50 | |
| Irish Driving Licence (old paper format) | | 40 | |
| Membership card from an Educational Institution | | 25 | |
| Current National Age card issued by An Garda Síochána | | 25 | |
| Forms of Proof of Current Address – One as outlined below must be provided | | | |
| Letter from employer (within last six months) confirming name and address | | 35 | |
| P60, p45 or Payslip (within the last year, with name and home address) | | 35 | |
| Utility Bill (Issued within last six months) (Mobile phone bills are not acceptable) | | 35 | |
| Bank/Building Society/Credit Union Statement (Issued with the last six months) | | 35 | |
| Current written statement from Principal confirming attendance at educational institution on letter head of that institution | | N/A | 100 |
| Vetting Subject is unable to achieve 100 points but has provided Affidavit witnessed by Commissioner for Oaths. | | 100 | 100 |
| Combined Minimum Score Required =100 | Total | | |

One in five forms that are submitted cannot be processed because information has not been filled in correctly /legibly and is returned to the Organisation

By signing this form, I confirm that I have reviewed originals of the documents indicated above in relation to the Vetting Applicant and that **I have validated the identity and current address of the Vetting Applicant** in accordance with the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016. I also confirm that copies of the identification documents have been retained in accordance with the Data Protection Acts 1988 to 2018 and GDPR.

Contact Person Signature

Electronic Signature not accepted

Date: / /

School Vetting Process - Summary Steps

The School Principal

1. Identifies that a person needs to be vetted
2. Gives the person a hard copy of the NVB1 Vetting Invitation Form to complete (this contains guidance for the person).

The NVB1 can be downloaded at the following:

- <http://www.limerickdiocesesaeguarding.com> Appendix 5
- <http://www.stsenansed.ie> Resources, Garda Vetting

The Person being Vetted

3. Completes Section 1 and 2 of the NVB1 Form
4. Provides original proof of ID and current address (as outlined in Section 3) to the School Principal for verification

The School Principal

5. Satisfies himself/herself that the information at 4 above is valid and attaches photocopies to the NVB1 Form
6. Completes Section 3 of the NVB1 Form
7. Forwards the original NVB1 Form with these attachments to the Vetting Service for processing

The Vetting Service

8. Processes the NVB1 to the Garda Vetting Bureau. An email is automatically generated from the GVB to the person who must complete the link provided within a 30-day period

The School Principal

9. Retains a copy of the NVB1 Form and attachments for the school files
10. Retains the vetting disclosure received from the Diocesan Vetting Service

Vetting only concludes when the School Principal receives a Vetting Disclosure from the Vetting Service

APPENDIX 3

Definitions and Interpretation

In this Agreement, unless the context otherwise requires, the following terms shall have the following meanings:

“The Act” means the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 – 2016.

“The Registered Relevant Organisation” i.e. The Diocese of Limerick also referred to as the “Registered Organisation” has the meaning given to it in S. 2 (d) and S. 13 of the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 – 2016 (as amended);

S. 2 (d) “relevant organisation means a person (including a body corporate or an unincorporated body of persons) – who (d) represents for the purpose of the vetting procedures under this Act, another person, trade, profession or body, organisation or group or other body of persons that undertakes relevant work or activities;”

S. 13 “A relevant organisation may submit an application for vetting disclosure under this section on its own behalf or on behalf of another relevant organisation.”

The Registered Relevant Organisation is registered with the National Vetting Bureau on the register of relevant organisations subject to S. 8 of The Act. **For the purposes of this agreement the Registered Relevant Organisation is the Diocese of Limerick**

“The Affiliate Relevant Organisation” i.e. a School also referred to as the “Affiliate Organisation” or the “Affiliate” means “another relevant organisation” referred to in S.13 of the Act, which submits vetting disclosure applications through a Relevant Organisation that is registered with the National Vetting Bureau on the register of relevant organisations.

For the purposes of this agreement the Affiliate Organisation is the Board of Management of a Catholic School under the Patronage of the Bishop of Limerick. The Affiliate Relevant Organisation retains all responsibilities and obligations as provided for in the “Act”.

“The Bureau” means “the National Vetting Bureau” which is responsible for the processing of applications for vetting disclosure received by it from The Diocese of Limerick.

The “liaison person” is the person or persons nominated by the Diocese of Limerick to manage the processing of a vetting applications received from a School

“The contact persons” also referred to as the “the contact person” are the persons nominated by the School for the purpose of managing the vetting process on behalf of the School. In the case of a school the persons so nominated shall be the Chairperson of the Board of Management and the Principal Teacher. In the event that the Contact person is replaced for any length of time (i.e. cover for leave of any kind/retirement etc) the Board of Management must confirm, in writing, to the Liaison Person the details of the new Contact Person, their period of cover/date of commencement etc.

“The vetting subject” means the person in respect of whom an application for vetting disclosure is made.

“The vetting disclosure” means the written disclosure made by the Bureau, subject to S. 14 of the Act, in respect of a vetting subject. A vetting disclosure shall include particulars of the criminal record (if any) relating to the person, and a statement of the specified information (if any) relating to the person or a statement that there is no criminal record or specified information, in relation to the person.