



SWORDS CELTIC FOOTBALL CLUB

Garda Vetting Policy & Procedure

Introduction

Anyone who has on-going contact with children, (paid or voluntary), other than those who assist 'occasionally' or in the event of a family or personal relationship, must be vetted.

* Child means a person under the age of 18 years. The club will assess whether a person's contact is 'occasional' or not.

*Occasional Contact is "now and then" or a once off event.

All staff and volunteers with Swords Celtic FC with direct contact with children must be Garda vetted.

Garda vetting must be completed prior to the commencement of any position for those who will be working with Children and/or Vulnerable Persons in any capacity. This is a Statutory requirement under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016. The Act creates offences and penalties for persons who fail to comply with its provisions.

The FAI is a registered, relevant Organisations with the Garda Central Vetting Unit for the purposes of Garda vetting. Garda vetting is a process which involves an individual giving consent for An Garda Síochána to furnish the FAI with a statement that there are no convictions recorded in the Republic of Ireland or elsewhere or a statement of all convictions and / or prosecutions, successful or not, pending or completed in the State or elsewhere as the case may be.

Garda vetting is not a substitute for safe recruitment but provides another element in determining a person's suitability to work with Children or Vulnerable Persons.

Swords Celtic FC do not solely rely upon vetting checks but also seek to determine an individual's suitability for a position through normal recruitment processes up to and including interviews and reference checks.

OBLIGATIONS

- All those engaging with persons under the age of 18 and Vulnerable Persons shall be Garda Vetted.
- All Children's Officers, Designated Liaison Person, Chairpersons and Secretaries of Swords Celtic involved with teams that are competing in any age group up to and including Under 18's and Vulnerable Persons shall be Garda Vetted.

- All coaches or those involved with the management of any team that are competing in any age group up to and including Under 18 or have Vulnerable Persons on their team shall be Garda Vetted.
- Any other person working or volunteering with Children or Vulnerable Persons in any capacity on behalf of Swords Celtic shall be Garda Vetted.

It is the responsibility of the club to determine the persons within their organisation who this applies to subject to the relevant legislation and guidelines.

Swords Celtic will not accept confirmation of the Garda vetting status of any individual prior to confirmation being received by the individual from the FAI that the Garda vetting of the individual is in order, which the individual will receive in the form of written correspondence. It is the responsibility of the Club to ensure that they have received a copy of a completed vetting application letter issued by the FAI from the individual. No letter other than that issued by the FAI can be accepted.

Vetting Applications

All forms can be found at www.fai.ie/domestic/safeguarding/garda-vetting or from www.swordsceltic.ie

For use the eVetting service you must...

- Be over 16 years old
- If aged 16-17 years, have submitted signed "Parent / Guardian" consent form
- Have or have access to a valid email address
- Have access to the Internet
- Have completed the "Proof of Identity" process

1. Proof of Identity

- Two forms of ID are required – photo ID and proof of address, dated within the past 6 months
- Complete the ID Validation Form
- All contact is through email
- Your ID must be verified by Swords Celtic (Eddie Darcy)
- A minimum of 100 points are required from the documents you intend to submit (see Appendix 1 below)

2. Complete form NVB1 – Garda Vetting Invitation Form

3. If aged 16 or 17 years old, form NVB3 – Parental Consent Form is also required

4. You will receive an email, inviting you to complete a Vetting Application Form online.

5. The application is checked by the FAI and if any errors or omissions, you will be contacted

6. If all details are correct, you will receive an email from the National Vetting Bureau to complete the next stage. You will only have 30 days to complete this

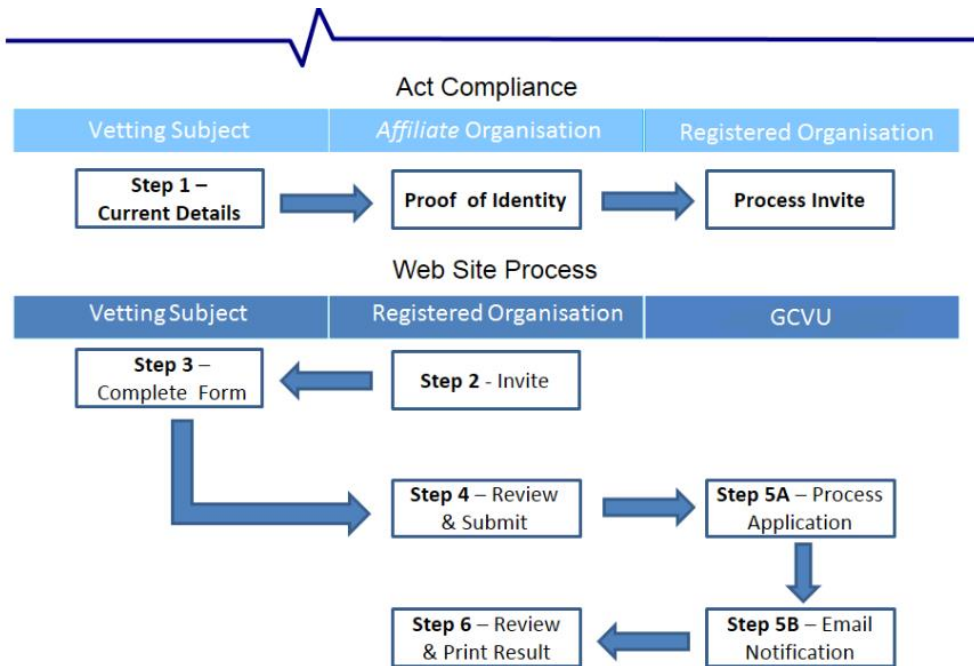
7. Once submitted and accepted, you will receive a tracking/application number.

8. Once all stages are complete, you will receive a further email stating the application is complete and a disclosure have been passed to the FAI.

9. The FAI will contact you via email.

Vetting is valid for 3 years

It is important to check your emails during this process. It is your responsibility



APPENDIX 1

A List of Acceptable Documents (100 points Minimum required)

Identification	Score	Tick
Irish driving licence or learner permit (new credit card format)	80	
Irish Public Services Card (Please note that an organisation can only request or accept the PSC if it is a specified body under Schedule 5 of the Social Welfare Consolidation Act 2005 (as amended).)	80	
Passport (from country of citizenship)	70	
Irish certificate of naturalisation	50	
Birth certificate	50	
Garda National Immigration Bureau (GNIB) card	50	
National Identity Card for EU/EEA/Swiss citizens	50	
Irish driving licence or learner permit (old paper format)	40	
Employment ID		
<ul style="list-style-type: none"> • ID card issued by employer (with name and address) 	35	
<ul style="list-style-type: none"> • ID card issued by employer (name only) 	25	
Letter from employer (within last two years)		
<ul style="list-style-type: none"> • Confirming name and address 	35	
P60, P45 or Payslip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (must be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	
Public services card/social services card/medical card	25	
<ul style="list-style-type: none"> • With photograph 	40	
Bank/Building Society/Credit Union statement	35	
Credit/debit cards/passbooks (only one per institution)	25	
National age card (issued by An Garda Síochána)	25	
Membership card		
<ul style="list-style-type: none"> • Club, union or trade, professional bodies 	25	
<ul style="list-style-type: none"> • Educational institution 	25	
Correspondence		
<ul style="list-style-type: none"> • From an educational institution/SUSI/CAO 	20	
<ul style="list-style-type: none"> • From an insurance company regarding an active policy 	20	
<ul style="list-style-type: none"> • From a bank/credit union or government body or state agency 	20	
Children under 18 years (any one of the following)		
<ul style="list-style-type: none"> • Birth certificate 	100	
<ul style="list-style-type: none"> • Passport 	100	
<ul style="list-style-type: none"> • Written statement by a principal confirming attendance at educational institution on a letter head of that institution 	100	
Recent arrival in Ireland (less than 6 weeks)		
<ul style="list-style-type: none"> • Passport 	100	
Vetting Subject is unable to achieve 100 points**		
<ul style="list-style-type: none"> • Affidavit witnessed by a Commissioner for Oaths 	100	
TOTAL		