

Omeath District Development Company

Garda Vetting





Garda Vetting Policy

What is Garda vetting?

Garda Vetting is a procedure through which An Garda Síochána is contacted and asked, with a person's permission, to disclose any information which is held on file by the Gardaí about that person.

Within current disclosure policy, details of all convictions and/or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be disclosed to the authorised liaison person in our organisation.

What staff and volunteers will be vetted?

It is best practice that Garda vetting be conducted in respect of personnel volunteering or working in a fulltime, part-time or voluntary or student placement or work placement capacity in our organisation, through which they have unsupervised access to children and/or vulnerable persons.

All staff/volunteers will be re-vetted after a period of 5 years. Our organisation may also carry out random re-vetting of staff/volunteers at times that it deems appropriate for its operational needs and requirements.

Nominated Garda Vetting Contact Person

The Nominated Garda Vetting Contact Person in our organisation is _____. It is this person's role to manage all Garda vetting applications submitted by our organisation.

Garda Vetting Procedure

The Nominated Contact Person will distribute Garda vetting forms to applicant volunteers and staff. Once completed, each form will be checked for completeness by the Nominated Contact Person. In the event of an incomplete form, the form will be returned to the applicant volunteer or staff member to complete. The forms are then sent to An Garda Síochána Vetting Unit for processing.

Copies of original Garda vetting forms will not be kept on file.

Once vetted, the original Garda Vetting application forms together with any disclosures are returned to the Nominated Contact Person. This forms will be held in a secure safe and may only be accessed by the Nominated Contact Person. Forms will be retained for a period of five years or until a person is re-vetted. Forms will be shredded and disposed of securely once they are no longer required to be held on file.

Disputes

Where an applicant disputes the accuracy of any detail contained in their Garda vetting disclosure, the following procedure should be followed:

- The vetting Subject should outline in writing to the nominated Contact Person the exact basis on their dispute. The Nominated Contact Person should submit this along with the original application form to An Garda Síochaná Central Vetting Unit;
- In any case where there has been an error in completing the original application form, the applicant (vetting subject) should complete a new form and both the new and original forms should be submitted to An Garda Síochaná Central Vetting Unit;
- If following further checks, the (applicant) Vetting Subject still disputes the accuracy of any detail contained in their disclosure, arrangements will be made for further enquiries to be conducted as appropriate.

Decision making

The Nominated Contact Person in addition to a nominated Board Director will assess the suitability of applicants for positions within our organisation regarding any Garda vetting disclosures that may be received in respect of them.

Categories of convictions that would automatically disqualify an applicant from filling a position in the organisation include:

- Convictions for physical and sexual assault against a child or adult
- Convictions for possession of child pornography (whether or not for personal use or for re-sale)
- Convictions for possession of illegal or classified drugs for the purpose of sale or distribution to others
- Convictions for fraud
- Convictions for theft of private, public or commercial property

The details of the disclosure will be verified with the Vetting Subject, who may be requested to provide further details relating to the incident(s) pertaining. If further information is required the Nominated Garda Vetting Contact Person will make enquiries with the Garda Central Vetting Unit. The Vetting Subject will be informed.

Data Protection

Any personal information relating to an applicant will be treated with the utmost care and in a strictly confidential manner. Applicants will be treated with dignity and respect at all times.

Our organisation is committed to protecting the rights and privacy of individuals and is in compliance with the Data Protection Acts 1988 and 2003.

Any data received from An Garda Síochaná Central Vetting Unit in respect of any individual is for the sole use of our organisation. All data disclosed will be managed and protected within the statutory provision of the Data Protection Acts and any other legislation that may be enacted in respect of Data Protection.