

# Educate Together eVetting Process

## eVetting is the new online system for processing Garda vetting. Educate Together adopted eVetting in November of last year

Teachers are vetted through the Teaching Councils but SNA's, all ancillary staff, volunteers and anyone who carries out 'relevant work' in a school must be vetted.

To ease the process we've set it out in easy to follow steps below:

### ✓ Step One: Invitation to Vetting

The school nominates the person to be vetted with the *Vetting Invitation Form NVB 1* for completion. The applicant returns the form to the school with proof of ID and address as per NVB Identification 100 point checklist.

### ✓ Step Two: Validation of Identity

The school ensures the *Vetting Invitation Form NVB 1* has been completed, signed and dated by the applicant and that the declaration of consent box is ticked.

The school also validates the identity of the vetting applicant with the photo ID and proof of address provided.

The Principal/Chairperson responsible for overseeing Garda Vetting in the school should complete the *Garda Vetting Verification ID Form* ensuring that they tick the identification documents viewed and that it reaches the NVB 100 point check. The completed form and the ID checklist should be returned by post to the National Office. **The school should keep a copy of all documentation for it's records. Proof of identity does not need to be sent unless it's requested.**

### ✓ Step 3: Invitation to E-Vetting Website

The Educate Together national office reviews the *Vetting Invitation Form NVB 1* and then inputs the applicants details into the online National Vetting Bureau portal. The applicant will then receive an email from the NVB portal with a link to the vetting website inviting him/her to complete the online vetting NVB 2 form.

**Please note that the form must be completed within 30 days of receiving the email. If not, the link will expire and the applicant must re-apply.**



### ✓ Step 4: Submission of the Online Vetting Application to the NVB

When the applicant has completed and submitted the NVB 2 form, they will be issued with a reference number. **It is advised that the applicant retains this number for their own records.**

The National Bureau will then return the form to Educate Together National Office for a final validation after which the relevant liaison person submits the vetting application form to the National Vetting Bureau for processing.

### ✓ Step 5: Issuing of Vetting Disclosure

The National Vetting Bureau processes the application. Once the process is complete (5-6 working days)\* a notification is sent to Educate Together national office along with the vetting disclosure.

Educate Together then posts the original copy of the vetting disclosure to the Chairperson of the Board of Management for their consideration.

**The school will be obliged to retain the copy of the vetting disclosure along with the identity documents. The school must also provide a copy of the vetting disclosure to the vetting applicant.**

\* Applications may take longer to process if there are addresses listed outside the Republic of Ireland etc.

## Relevant Work

It is now against the law to commence 'relevant work', that is, work that involves regular and necessary access and or contact with children or vulnerable persons without first being vetted. Vetting Applicants should provide a full description of the role being applied for on the Vetting Invitation Form. It is not sufficient to state 'volunteer'. The role must be specified, such as, 'Reading Buddy' or 'Sports Coach'. If the applicant carries out multiple roles you should state the one that involves most contact with children or vulnerable adults.

## Documentation accepted for Identity:

In order to proceed with a vetting application it is a requirement under National Vetting Bureau (NVB) procedures that the applicant must provide proof of their identity and proof of their current residence as per the NVB Identification 100 point checklist. [For a full list see https://vetting.garda.ie/Help/FAQ](https://vetting.garda.ie/Help/FAQ) for further details.

### Photographic I.D.

The following identification can be accepted:

- Current Passport (from country of origin) - **70 points**
- Current Driving Licence or Learner Permit (credit card format only) - **80 points**
- Irish Public Services card - **80 points**

### Proof of address

One of the following can be accepted:

- Utility bill (electricity, gas, television, broadband, etc.) from within the last 6 months. Mobile Phone bills are **not** accepted - **35 points**
- Statement from a bank/building society/ credit union from within the last 6 months - **35 points**
- P60 or P45 for the current year - **35 points**

In the absence of this documentation, an applicant has the option of swearing an affidavit/ affirmation before a Commissioner for Oaths to verify his/her identity. There may be separate requirements by a Commissioner for Oaths in this regard.

## Vetting of Minors

The NVB permits the vetting of those over the age of 16 years old. Where an application is being made for a 16/17 year old, consent of the parent/guardian must also be obtained. **All applications for people under 18 years old must be accompanied by a Parent/Guardian Consent Form NVB 3.**

Schools should also ensure that the email address and contact number provided for the *Vetting Invitation Form NVB 1* is the email address and contact number of the parent/guardian and not the young person.

## Retrospective Vetting

As the requirement to be vetted for relevant work and employment purposes is now provided for in law, under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016, there is now a statutory requirement that those who are currently employed by a school and/or carry out 'relevant work' who have not previously been vetted by the NVB or GCVU must now commence their vetting application before 31st December 2017 under the *Retrospective Vetting Process*.

Educate Together will shortly commence the retrospective vetting of any SNA, ancillary staff and volunteers who have not previously been vetted.

Teachers will be vetted retrospectively by the Teaching Council on a phased basis whereby retrospective vetted will be linked to membership renewal.

A further circular will be issued by the DES shortly focusing on Retrospective Vetting.

