TUS
Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre, An tIarthar Láir
Technological University of the Shannon:
Midlands Midwest

# Garda Vetting Policy & Procedures for Staff 2026-2029

HUMAN RESOURCES

## Document Control Summary:

| Version Number/ Revision Number | Revision Date | Summary of Changes | Changes marked |
|---|---|---|---|
| 2.0 | Jun 2026 | TUS Policy Template Adopted | |

## Consultation History:

| Version Number/ Revision Number | Consultation Date | Names of Parties in Consultation e.g.: PRC, ARC, GB | Summary of Changes |
|---|---|---|---|
| 2.0 | October 2025 – June 2026 | Unions, HR Managers | TUS Policy Template Adopted |

## Development Log:

| Responsible for: | Title |
|---|---|
| Policy Developer: | Human Resources Department |
| Policy Owner: | VP People & Organisation |
| Recommended by: | Human Resources |
| Approving Authority: | VP People & Organisation |
| Reference Documents: | |

## Approval Log:

| Version | Approved By: | Approval Level |
|---|---|---|
| 2.0 | VP People & Organisation | 3 |

| Date Approved: | Date Policy to take effect: |
|---|---|
| | |

## Review Timeframe:

| Version | Next Review Date: |
|---|---|
| 1.0 | 1st January 2030 |

## Document Location:

| | |
|---|---|
| Website – Policies and Procedures | **x** |
| Website – Staff Hub | |
| Website – Student Hub | |
| Other: - Internal Use Only | |

# Table of Contents

**1. Policy** ..... 3
**2. Purpose** ..... 3
**3. Definitions** ..... 3
**4. Scope** ..... 4
**5. Roles and Responsibilities** ..... 4
**6. Application of Policy** ..... 5
**7. Re-vetting** ..... 5
**8. The Vetting Process** ..... 5
**9. Disclosure of Criminal Convictions** ..... 6
**10. Review Group** ..... 7
**11. Appeal of decision taken by the Review Group** ..... 7
**12. Confidentiality** ..... 7
**13. Monitoring Review** ..... 8
**14. Queries** ..... 8
**Appendix 1: Roles that Require Garda Vetting** ..... 9

## 1. Policy

Technological University of the Shannon (TUS), as an educational body has a responsibility to provide students with the highest standards of care to promote their well-being and protect them from harm.

TUS is committed to ensuring only suitable persons are employed & recruited into positions of employment and will not permit any person to undertake relevant work or activities in a role in which they will have direct contact with children and vulnerable persons as defined by "The National Vetting Bureau (Children and Vulnerable Persons) Act 2012- 2016" (The Act) on behalf of TUS unless and until the University receives a clear vetting disclosure from the National Vetting Bureau (NVB) in respect of that person.

The Garda Vetting process will be conducted via Human Resources, who has appointed Liaison Persons to correspond directly with the National Vetting Bureau. TUS will conduct all essential vetting online through the Garda E-Vetting system.

This policy and procedure should be read in conjunction with The National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016 and the Criminal Justice (Spend Convictions and Certain Disclosures) Act 2016.

## 2. Purpose

This policy outlines the requirements and process for the Garda Vetting of relevant staff in applicable roles in TUS. A listing of such roles is included in Appendix 1.

All recruitment\engagement of staff must be processed through Human Resources to ensure that all staff in roles where it is essential to be vetted are vetted in accordance with this policy. Failure to do so is a serious offence and may lead to disciplinary action by the University, up to and including dismissal.

## 3. Definitions

Child

As defined in Section 2 of The Act: A person under the age of 18 years.

Vulnerable Adult

As defined in Section 2 of The Act: A person, other than a child, who

a) is suffering from a disorder of the mind, whether as a result of mental illness or dementia or

b) has an intellectual disability or

c) is suffering from a physical impairment, whether as a result of illness or injury or age, or

d) has a physical disability, which is of such a nature or degree

- as to restrict the capacity of the person to guard themselves against harm by another person, or
- that results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing or bathing.

## 4. Scope

TUS will undertake garda vetting on relevant positions that undertake certain work or activities relating to children or vulnerable adults. A listing of such positions has been included in Appendix 1.

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016 (The Act) provides the legislative framework for the mandatory vetting of persons who are required to undertake certain work or activities relating to children or vulnerable persons or to provide certain services to children or vulnerable persons.

## 5. Roles and Responsibilities

5.1. HR Liaison Persons

The Liaison Persons in Human Resources are registered with the NVB. It is their role to manage the Garda Vetting process in relation to applicants to and existing staff in relevant positions in TUS. The Liaison Persons are responsible for maintaining the confidentiality of information received from both the individual and the NVB. The Liaison Persons will be assisted in the administration of the eVetting process by an administrator in Human Resources.

5.2 Staff & Applicants

The Garda Vetting Process must be completed where required by existing staff in and applicants to relevant positions in the University. Self-disclosure of a criminal

record or a pending prosecution (as per section 9) must be detailed from the outset of the Garda Vetting Process.

## 6. Application of Policy

The application of this policy will apply to the following categories of persons

6.1 Garda Vetting of persons being considered for appointment (new staff)

Effective immediately, all persons who are offered a position by the University, in the roles which have been identified through risk assessment as "high risk", as listed in Appendix 1, will be subject to Garda vetting by the NVB. This requirement will be highlighted to all prospective employees.

6.2 Garda Vetting of existing staff

Existing staff will undertake garda vetting where they are in positions which have been identified through risk assessment as "high risk", as listed in Appendix 1.

6.3 Garda Vetting of persons under a contract for service for the provision of relevant work or activities

The University engages third parties to provide services on its behalf. The University will take steps to ensure that individuals employed by such third parties/agencies, whose roles are deemed to be "high risk" as defined by "The Act" are vetted by those agencies. It is the responsibility of line managers/supervisors involved in engaging such third parties to ensure that this provision is adhered to. Third parties will be obliged to co-operate with these requirements, including retrospective vetting, and to inform the University of any changes in their employees, particularly those undertaking work/activities in or on behalf of the University. Third parties will be obliged if required to participate with a risk assessment carried out by the University

## 7. Re-vetting

The University shall re-vet relevant staff after a period of three years from the date of the previous vetting disclosure in respect of that person. However, a staff member may be re-vetted if information concerning their suitability to work with children or vulnerable adults, or to undertake their duties in a manner compatible with the role comes to the attention of the University.

## 8. The Vetting Process

The Vetting process for relevant staff and other relevant persons, hereafter known as the 'GV applicant', will be facilitated by the Liaison Person and carried out by the NVB. The process is as follows:

Step 1: The GV applicant will be issued with a vetting consent form (NVB 1) by the University which they must complete and return to TUS Human Resources. The GV applicant must also provide evidence of their identity in accordance with the Act. The consent form must be signed in the presence of TUS Human Resources.

Step 2: Based on the information provided on the vetting consent form, the NVB administrator prepares an invitation on the NVB system.

Step 3: The GV applicant is then issued with an email request to complete an e-vetting application form directly by the NVB (via the GV applicants nominated email address which will have been provided on the NVB 1 form in Step 1 above). The application does not issue from the University. Once the form is submitted by the GV applicant, the Liaison Person will receive notification that the form is ready for review.

Step 4: The GV applicant's online declaration will be reviewed by the Liaison Person on the NVB system and then submitted electronically to the NVB for processing.

Step 5: The NVB will issue its disclosure to the Liaison Person detailing:

a) Particulars of the criminal record (if any) relating to the person or
b) A statement of the specified information (if any) relating to the person which the Chief Bureau Officer has determined that in accordance with section 15 of the Act should be disclosed or
c) State that there is no criminal record or specified information in relation to the person being vetted.

## 9. Disclosure of Criminal Convictions

Under Section 26 of the Sex Offenders Act 2001, it is an offence for a convicted sex offender to apply for a position, to enter into a contract of employment or to continue to work in an area, knowing or if they ought to reasonably have known, that a necessary and regular part of that work involves access to, or contact with, children or vulnerable adults without informing their employer of that conviction. All job roles listed in Appendix 1, and persons

who are engaged under a contract of services or contract for services to undertake relevant work on behalf of the University, must inform the University of any such conviction.

## 10. Review Group

10.1. A Review Group will be established to assess relevant disclosures relating to the Act and decide on an appropriate course of action. The Review Group will consist of the following:

- Appointed Liaison Person(s)
- Vice President(s)
- Human Resources Manager(s)

10.2. The Review Group reserves the right to seek legal advice at their discretion.

10.3. The Review Group will also ensure that this policy has been fully complied with. The group will meet as required for this purpose.

10.4. GV applicants will be informed in writing of the outcome of any action taken.

## 11. Appeal of decision taken by the Review Group

11.1. Where a GV applicant is not satisfied with the decision taken by the Review Group they may, within 10 working days of the date of the letter, make an appeal. Their case will be considered by an Appeal Review Group.

11.2. The Appeal Review Group will comprise:

- President (or nominee) (not on the Review Group)
- Vice President Academic Affairs and Registrar
- Vice President of Strategic Transition and Projects

11.3. GV applicants will be informed in writing of the outcome of any appeal.

## 12. Confidentiality

12.1. Vetting Disclosures may only be used for the purpose which they were provided in accordance with the consent of the staff member or applicant and cannot be processed or disclosed to other parties. Any information obtained through the vetting process will be treated in a strictly confidential and sensitive manner and only used for the purpose of ensuring the protection of children and vulnerable adults in accordance with the Act (The National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016).

12.2. A scanned copy of the disclosure relating to staff members or applicants undertaking the vetting process will be retained electronically in Human Resources for one year

after receipt of the disclosure, except in exceptional circumstances. All records will be held in Human Resources in a confidential and secure manner.

## 13. Monitoring Review

This Policy will be updated as required to reflect changes in applicable laws or Garda E-Vetting System.

The policy will be reviewed every 4 years to reflect national policy and guidelines, and national / international benchmarks of best practice.

## 14. Queries

For enquiries on this policy please contact the relevant HR Office:

TUS Midlands: hr.midlands@tus.ie TUS Midwest: hr.midwest@tus.ie

## Appendix 1: Roles that Require Garda Vetting

| Role | Rationale for conducting Garda Vetting |
|---|---|
| Access Officer | one to one meetings with vulnerable students |
| Pastoral Care | one to one meetings with vulnerable students |
| Counsellor | one to one meetings with vulnerable students |
| Disability Officer | one to one meetings |
| Educational Support Worker | one to one meetings with vulnerable students |
| Scribes | one to one meetings |
| Nurse | one to one meetings with vulnerable students |
| Additional Needs Assistant | one to one meetings with vulnerable students |
| Student Recruitment/Digital Marketing Officer | contact with children |
| Summer Camp/Events | contact with children |
| Tutor/Demonstration | one to one meetings with vulnerable students |

# Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

## Miscellaneous

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The applicant's signature must be a wet ink signature.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1 form.

## Personal Details

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

## Role Being Vetted For

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

## Declaration of Application

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.

An invitation to the e-vetting website will then be sent to your Email address from evetting.donotreply@garda.ie

The **Identity Document Validation Form** section of this form must be completed by the person validating your identity and proof of address documents from the organisation listed in Section 2.

**TUS**
**Human Resources**

**Your Ref:**

Form NVB 1

# Vetting Invitation

## 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(s):**

**Surname:**

**Date Of Birth:** D D / M M / Y Y Y Y

**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

**Name Of Organisation:**

**I have provided documentation to validate my identity as required and I consent to the making of this application and**

**to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.**

☐ **Please tick box, to confirm I have read above declaration.**

**Applicant's Signature:** | **Date:** D D / M M / Y Y Y Y

**FOR OFFICE USE ONLY – Not to be completed by applicant**

# Identity Document Validation Form

**Your Ref:**

**Section 1: Photographic ID**

| | | |
|---|---|---|
| Is the photographic document, being relied upon, current and not expired? | [ ] Yes | [ ] No |
| Is the photograph on the document a true likeness for the vetting subject? | [ ] Yes | [ ] No |
| Is the photograph of high quality and clear? | [ ] Yes | [ ] No |
| Is the date of birth on the document matching the date provided on the NVB1 Form? | [ ] Yes | [ ] No |
| Is the name on the document exactly matching the name provided on the NVB1 Form? | [ ] Yes | [ ] No |

**Section 2: Proof of Address**

| | | |
|---|---|---|
| Is the address document dated within six months of the consent date? | [ ] Yes | [ ] No |
| Is the address on the proof of address document matching the address provided on the NVB1 Form? | [ ] Yes | [ ] No |
| Is the vetting subject's name included on the proof of address document? | [ ] Yes | [ ] No |
| Is the document acceptable as proof of address document, as per Identity Document Schedule? | [ ] Yes | [ ] No |

**Section 3: NVB1 Form**

| | | |
|---|---|---|
| Is the NVB1 form dated and signed by the vetting subject? | [ ] Yes | [ ] No |
| Is the role accepted to be relevant work or activity? | [ ] Yes | [ ] No |
| Is the Consent Box ticked? | [ ] Yes | [ ] No |

**Section 4: Document Confirmation**

I have physically seen and retained/forwarded a copy of the following documents: (Please check all that apply)

| | | |
|---|---|---|
| Completed NVB1 Form (original) | [ ] Yes | [ ] No |
| Photographic ID document type: _____ | [ ] Yes | [ ] No |
| Document Reference No. _____ | | |
| Proof of address document type: _____ | [ ] Yes | [ ] No |

**If you have answered <u>No</u> to any of the above questions the vetting subject has not met the criteria to continue with the vetting process**

**Section 5: Validator Information**

Validator's Name (PRINT NAME): _____

Validator's Signature: _____

Validator's Role: _____

Validator's Contact Number: _____

Date of Validation: _____