



# **DUNDALK INSTITUTE OF TECHNOLOGY**

## **INSTITUTE GARDA / POLICE VETTING PROCEDURES FOR STUDENTS**

**June 2013**

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## 1. Introduction

1.1 DkIT reserves the right to request any student to complete the Garda/Police Vetting procedures and, in particular, any student who may be dealing with children and other vulnerable groups even where this is incidental to participation in the programme concerned.

1.2 A number of programmes in Dundalk Institute of Technology (DkIT) require students to undertake placements that will bring them into contact with children, young people and vulnerable adults and in which they assume positions of trust. To ensure that the protection of the public, and justify public trust and confidence, the Institute is committed to ensuring that only suitable candidates are allowed to undertake these programmes. DkIT, will use the Garda Vetting Unit (GCVU) vetting service to assess the suitability of such applicants, and in some cases, may also require applicants to provide an enhanced disclosure by the completion of an affidavit.

### **Academic Programmes (2013-14) comprising work placement that require students to complete Garda / Police Vetting:**

#### **School of Business & Humanities**

- BA (Hons) Applied Social Studies in Social Care
- BA Community Youth Work
- BA Community Sports Leadership
- BA Sports, Exercise and Enterprise

#### **School of Health & Science**

- BA (Hons) Early Childhood Studies
- BSc (Hons) Health & Physical Activity
- BSc (Hons) General /Intellectual Disability/Psychiatric Nursing
- BSc (Hons) Midwifery

#### **Note:**

1. The Garda/Police vetting procedures for the Nursing and Midwifery programmes are carried out by the Health Services Executive.
2. Students on a number of other programmes that do not involve work placement but which require contact with children as part of their studies will also require Garda/Police vetting

1.3 The following policy and procedures have been produced by DkIT as part of its commitment to providing high quality professional education and development to students working or seeking to work with children, young people and vulnerable adults. It should be read in conjunction with the 'DkIT Policies and Procedures for the Protection of Children': <https://www.dkit.ie/registrar/policies/child-protection-policy>

## 2. Principles

The Policy is based on eight main principles:

**2.1** Children, young people and vulnerable adults are entitled to, and should be offered, protection from harm; any body or organisation which puts a person in charge of such people must take reasonably steps to ensure their rights are protected.

**2.2** The responsibilities of DkIT and the reputation of its courses should be protected by drawing up and operating a vetting procedure in line with best practice, as outlined herein.

**2.3** Students/potential students who may have committed crimes, or be before the courts, should be treated with equity and confidentiality. A fair, transparent process is key to this framework.

**2.4** DkIT is committed to social inclusion, and recognises the role of education in the re-integration of offenders into society through education/employment opportunities, subject to this vetting procedure. Thus the nature of the offence with reference to the course applied for must be considered.

**2.5** Each organisation must adopt its own policy and standards in relation to child protection. However, we at the Institute will encourage our partners in educating students, the placements organisations, to facilitate our internally vetted students, and will endeavour to ensure all vetted students are placed in a suitable placement, where applicable.

**2.6** DkIT reserves the right to request any student to complete the Garda/Police Vetting procedures and, in particular, any student who may be dealing with children and other vulnerable groups even where this is incidental to participation in the programme concerned.

**2.7** If during the course of the admissions process for a programme, or by any other means including disclosure by the applicant/student, it transpires that the applicant/student has a criminal conviction which gives rise to a reasonable concern that the applicant/student may represent a risk to others, and, in particular, to a child or vulnerable adult, full details of the conviction will be sought both from the applicant/student and also by means of the Garda/Police Vetting procedure.

**2.8** In particular, every student enrolling in a course that includes a placement element with children, young people or vulnerable adults must undergo Garda/Police Vetting before undertaking the placement element of the course. Where full vetting is not completed candidates may invoke the Internal Vetting procedure; see below. All course places will only be confirmed subject to gaining a successful Garda or Internal Vetting.

**2.9** All documentation associated with these procedures is only made available to those directly involved in the process to ensure confidentiality at all times.

### **3. Key parties involved in Garda Vetting Process**

- Garda Central Vetting Unit (GCVU)
- Authorised Signatory – nominated person from the Institute, trained by the GCVU, who makes formal requests for Garda Vetting on behalf of the Institute, manages the applications for Garda Vetting and the information received from the GCVU
- Placement Office
- Department Garda Vetting Committee (DGVC):
  - Department Head – Chairperson
  - Authorised Signatory

- Placement Officer / Programme Director where relevant
- Institute Garda Vetting Committee (IGVC)
  - Head of School (Chairperson)
  - Academic Administration and Student Affairs Manager
  - Head of Department
  - Authorised Signatory (in attendance)
  - Placement Officer / Programme Director (where relevant)
- Appeal Committee on Garda Vetting
  - Registrar
  - Two Heads of School appointed by Registrar who are external to the School within which the student resides

#### **4. DkIT Vetting Procedures for Schools and Departments**

##### **Stage 1: Student Notification of Garda Vetting Requirements & Process**

- a. It will be stated in the admissions information and in all literature pertaining to the course that the candidates must meet the requisite criteria of the Garda/Police Vetting Process.
- b. All registration letters to incoming students (first years and advanced entry students) who have work placements (*in a setting where they may be in direct contact with children, young people and vulnerable adults*) as part of their programme will outline the Garda Vetting process and state that the students' registration is conditional to the successful completion of the Garda Vetting procedures. It will also be stated that if during the course of the admissions process for a programme, or by any other means including disclosure by the applicant/student, it transpires that the applicant/student has a criminal conviction which gives rise to a reasonable concern that the applicant/student may represent a risk to others, and, in particular, to a child or vulnerable adult, full details of the conviction will be sought both from the applicant/student and also by means of the Garda/Police Vetting procedure.
- c. The distribution of Garda Vetting application forms will be as follows:
  - In Programmes where placement is part of the Programme, the Placement Officer/First Year Convenor will visit all 1<sup>st</sup> year classes as part of the standard Induction week class meetings. At this meeting students will be given a Garda Vetting application form and guidelines; this form must be completed and returned by the stated deadline to the Placement Office.
  - In programmes where placement is part of the Programme Head of Departments will inform the Placement Office of any Advanced Entry students and the Placement Office will contact them individually to provide them with the Garda Vetting application form and guidelines. Again this form must be completed and returned by the stated deadline to the Placement Office.
  - Students who fall under that outlined in Principle 2.7 above will be provided with the Garda Vetting form by their Head of Department.
- d. Additional notifications regarding the Garda Vetting process will be made and include:
  - Students who are under 18 must also get a Parent/ Guardian to complete the Consent Form
  - Students who have lived outside Ireland/Northern Ireland from the age of 16 for a sustained period (6 months) must complete a Police Vetting process for this period and

provide evidence of this to the Placement Office/Head of Department. Students will be advised to contact the Embassy of the respective country and follow the Police Vetting process accordingly.

- The use of a Sworn Affidavit may be accepted for those students in exceptional circumstance who are unable to provide police vetting for their previous countries of residence. (See Appendix 8). The decision to accept the use of this process will be made by the Department Vetting Committee.
- In relation to Placement students, this vetting process will be repeated in the students 3<sup>rd</sup> year of study, if the student is required to attend placement in the third and/or subsequent years of study.

e. Where a form is incomplete the student will be contacted by the Placement Officer<sup>1</sup> / Head of Department<sup>2</sup> in order to complete it correctly. The completed Garda Vetting copies will be checked and passed on to the Authorised Signatory in the Registrar’s office.

**Stage 2: Completion of Authorised Signatory of form**

a. Once the Authorised Signatory is satisfied that all sections of the form are duly completed the form is signed. Then, in line with the requirements of the GCVU, a batch summary form is completed and the forms are forwarded to the GCVU.

**Stage 3: Completion of Garda Central Vetting Unit section of the form**

a. The GCVU responds to the vetting request by ticking and signing one of the following three sections of the form

<b><i>To be completed by the Garda Central Vetting Unit</i></b>	
According to Garda records there are no previous convictions recorded against the above named applicant:	<input type="checkbox"/>
<b>OR</b> the attached convictions appear on Garda Records:	<input type="checkbox"/>
<b>AND/OR</b> the attached prosecutions are pending:	<input type="checkbox"/>

b. Garda Vetting disclosure forms and any attached documentation will be returned in confidence to DkIT, and retained by the Authorised Signatory. (See storage of information section)

The following is an example of the type of information that could be attached to the returned form.

*With reference to the above our records indicate previous convictions recorded against the above named person when checked against the details supplied*

Date	Offence	Court	Result
01/01/2006	Assault	Dundalk	Fine €100.00

**Stage 4: Confirmation of Garda Central Vetting Unit response by Authorised Signatory**

c. The forms are classified by the Authorised Signatory as

<sup>1</sup> Students where placement is part of the Programme  
<sup>2</sup> Students where placement in not part of the Programme

**A. No disclosures**

**B. Non conviction / Minor traffic related disclosure**

**C. Minor/Serious/Very Serious Offence**

The Authorised Signatory informs either the Placement Officer or Head of Department as appropriate.

**The following are the actions which shall take place depending on the classification of the offence:**

**A. No disclosures**

In the case where a student has no disclosures, they will be automatically approved for continuation on their programme of study and to proceed with the placement process where applicable.

**B. Non convictions / Minor traffic related disclosures**

In the case of Non- Convictions / Minor traffic related disclosures, a decision will be made by the Authorised Signatory and the Placement Officer/ Head of Department on whether the disclosure warrants consideration by the DGVC.

If the disclosure does not warrant consideration by the DGVC, the GV3 form will be completed. (see appendix 5)

Placement Students:

- In the case of placement students, they will be automatically approved to proceed with the placement process.
- The information is provided to the placement site by the Placement Office. The Placement Officer will inform the student in writing and all records relating to the vetting will be held by the Authorised Signatory.

Non Placement Students:

- In the case of non placement students, they will be automatically approved to proceed with their studies.
- The Head of Department/Section will inform the student and all records relating to the vetting will be held by the Authorised Signatory.

**C. Minor Offence**

With regard to minor offences, i.e. offences which, within the absolute discretion of the Institute, are not considered to pose any risk to children, young people or vulnerable adults, the Institute response is different depending on whether or not the student openly disclosed the offence, and will be measured against the Risk Assessment Guidelines (See Appendix 2)

- i. If the offence has not been disclosed, the Placement Officer/ Head of Department will meet with the student and record the information from this meeting on the GV2 Form (see appendix).
- ii. They will bring the information provided from this meeting to the DGVC for consideration. If the offence has been disclosed, the case will be automatically considered by the DGVC. The Placement Officer /Head of Department will inform the student that they may be requested to attend a meeting of the DGVC to discuss the circumstances of the offence:

Placement Students:

- If a satisfactory explanation is received by the DGVC, the information will be provided to the placement site by the Placement Office.<sup>3</sup> The Placement Office will also inform the student of the outcome.
- If a satisfactory explanation is not received, the offence will be deemed to be a *serious offence* and be dealt with as outlined in section (D) below

#### Non Placement Students

- If a satisfactory explanation is received, the information will be noted by the Head of Department.
- If a satisfactory explanation is not received, the offence will be deemed to be a *serious offence* and be dealt with as outlined in section (D) below

### **D. Serious Offence**

With regard to serious offences, i.e. offences, the nature of which could potentially indicate a risk to children, young people or vulnerable adults, the Institute response will be different depending on whether or not the student openly disclosed the offence, and will be measured against the Risk Assessment Guidelines (See Appendix)

- i. If the offence has not been disclosed, the Placement Officer/ Head of Department will meet with the student. Other than in very exceptional circumstance, the student will be advised that their offence is being treated as a very *serious offence* and the procedure outlined in section (E) below will be followed.
- ii. If the offence has been disclosed, the Placement/Head of Department will inform the student that they must attend a meeting of the DGVC to discuss the circumstances of the offence:
  - If there has been evidence of significant rehabilitation and/or evidence of appropriate behaviour modification by the student since the event took place, then the student will be advised to provide written proof to verify the rehabilitation.
  - On receipt of this written evidence the student will be allowed to continue in the programme.
  - All placement students must be made aware that any potential placement sites, whether or not they request the information, will be advised of the offence.
  - If there is no evidence of significant rehabilitation and/or evidence of appropriate behaviour modification by the student, the student will be advised that their offence is being treated as a *very serious offence* and the procedure outlined in section (E) below will be followed.

### **E. Very Serious Offence**

With regard to very serious offences, i.e. offences, the nature of which could potentially indicate a serious risk to children, young people and vulnerable adults, the student will be required to meet with the Institute Garda Vetting Committee (IGVC). The Authorised Signatory will request the student to meet with the IGVC.

Following the meeting the student will be advised in writing by the Head of School of the Institute's decision. The student may, within two weeks of the date of the letter, make an

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For students with disclosures who have been approved to attend placement by DkIT, the Placement Office will inform the Placement Site of the disclosure. If the site requires specific details regarding the disclosure, The Placement Office and DkIT will advise that they must liaise directly with the student to obtain this information.[1]



appeal to the Registrar to have their case reviewed by an Appeal Committee on Garda Vetting.

**Notes:**

- Students are entitled to have a representative of their choice accompany them to any meeting they attend at the Institute in relation to the investigation of disclosures on their processed Garda Vetting form.
- All students should be aware, that given the duration of programmes of study, the Institute reserves the right, as its discretion, to require certain groups of students to undergo a further Garda Vetting process or, alternatively, to provide an enhanced disclosure by the completion of an affidavit during the course of their study.

## **5. Information Storage Management**

The principle of confidentiality on 'a need to know basis' will be strictly adhered to by the Institute with only the Authorised Signatory in the Registrar's office having full access to all Garda vetting information. And only the nominated/designated person (s) in Schools and Departments to receive information in the relevant returned vetting applications.

Information will be stored in line with institutes' information management policy, and in line with Data Protection guidelines.

# APPENDIX 1

## PROCEDURE FOR COMPLETION OF GARDA VETTING FORM

Dundalk Institute of Technology, offers a number of educational and training programmes that require students to undertake placements, with external agencies, which will bring them into contact with children, young people and vulnerable adults where they will assume positions of trust. To ensure the protection of these vulnerable groups and individuals, and justify public trust and confidence, the Institute is committed to ensuring that only suitable candidates are allowed to undertake these programmes. It also reserves the right to request any student to undergo this process if an issue has been raised in relation to that student which could raise concern for children, young people or vulnerable adults.

### PLEASE READ THIS LEAFLET CAREFULLY BEFORE COMPLETING YOUR GARDA VETTING FORM

It is imperative that no false information is furnished and that you complete the attached Garda Vetting Form fully and correctly. Failure to do so may result in you not being allowed to undertake your placement. Your completed form will be forwarded to the Garda Central Vetting Unit via the Admissions Office.

**N.B.**

**Forms stamped by your Local Garda Station or forms forwarded by candidates personally to the Garda Central vetting Unit WILL NOT BE ACCEPTED.**

<i>Section of form</i>	<i>Explanation</i>
<b>Surname:</b>	Insert your current surname
<b>Previous Name:</b>	Insert any previous surname here (e.g. maiden name)
<b>Forename:</b>	Insert your forename / first name(s)
<b>Alias:</b>	If you are known by any name other than that / those on your birth certificate, please insert here (e.g. Michael Junior, Bridget/Breda/Bridie, Sean/Eoin/John)
<b>Date of birth:</b>	Insert your date of birth (day/month/year)
<b>City or town of birth:</b>	Insert the name of the city or town that you were born in (e.g. Sligo City)
<b>Have you ever changed your name?</b>	If yes, tick 'yes' box, if no, tick 'no' box
<b>If yes, please state former name:</b>	Insert any previous names if applicable (e.g. in the event that you were married on more than one occasion or that you have changed your name by deed poll etc.)
<b>Please state ALL addresses from year of birth to present date:</b>	It is very important that your current address and all previous addresses, including all addresses abroad, are provided. You must also insert the years that you resided at these addresses, year from and year to. Please ensure that there is not a period of time unaccounted for (e.g. 1985 – 1987 and 1987 – 1992). These will be checked and if there is any time unaccounted for, the form will be returned to you.
<b>Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?</b>	If no, tick 'no' box. If yes, tick 'yes' box and then please provide the details of conviction(s).
<b>Declaration:</b>	Please read this declaration carefully, sign and date it, and also print your name in block capitals underneath the signature. (BLOCK CAPITALS)

## **Appendix 2: Carrying out a Risk Assessment**

### **Criteria which may be considered when carrying out a risk assessment in accordance with these Guidelines<sup>4</sup>**

The Institute may consider and take into account the following criteria when carrying out a risk assessment under these Guidelines:

1. The nature and seriousness of any offence which may be recorded in respect of the individual
2. The nature of any Court Result which may be recorded in respect of the individual
3. Mitigating factors, if any, in favour of the individual
4. The self disclosure of any such offence by the individual
5. The age of the individual at the time of any such offence was committed by the individual
6. The length of time elapsed since any such offence was committed by the individual
7. The conduct of the individual in the time elapsed since any such offence was committed
8. Rehabilitative efforts undertaken by the individual in the time elapsed since any such offence was committed
9. Recidivism rate, if any, of the individual in the time elapsed since any such offence was committed
10. Any other information recorded relating to the commission of or involvement in the commission of an offence, or which would give rise or would be likely to give rise to a bona-fide concern that the individual poses a risk to the safety of children and/or vulnerable adults.

\*This is not a conclusive set of criteria. It is general guideline which the Institute may consider and take into account when assessing the suitability of an student for their proposed programme of study.

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<sup>4</sup> Taken from Garda Central Vetting Unit Authorised Signatory Training Day Information Pack

## Appendix 3: Garda Vetting Form (GV1 Form)

Garda Vetting Officer  
 Registrars Office  
 Dundalk Institute of Technology  
 Dublin Road  
 Dundalk  
 Co. Louth



<b>SURNAME:</b>	<b>PREVIOUS NAME (if any):</b>		
<b>FORENAME:</b>	<b>ALIAS:</b>	<b>P.P.S. NO:</b>	
<b>DATE OF BIRTH: (dd/mm/yy)</b>	<b>PLACE OF BIRTH:</b>		
<b>HAVE YOU EVER CHANGED YOUR NAME?</b>	<b>YES</b>	<b>NO</b>	
<b>IF YES PLEASE STATE FORMER NAME:</b>			

**Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?**

**No**       **Yes**      If yes, please provide details below -

DATE	COURT	OFFENCE	COURT OUTCOME

**DECLARATION**

To Commissioner, An Garda Síochána, Central Vetting Unit

I, the undersigned who have applied to study on the \_\_\_\_\_ hereby authorise An Garda Síochána to furnish to the Registrars Office, DkIT a statement that there are no convictions recorded against me in the Republic of Ireland or elsewhere, or a statement of all prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be.

I am aware that any information resulting from this inquiry may be shared by the Institute with placement agencies during the course of my study.

**Signature of Applicant :** \_\_\_\_\_ **Date :** \_\_\_\_\_

**Please print name:** \_\_\_\_\_

**FOR DKIT OFFICE USE ONLY**

**Course/placement**  
**School/department** \_\_\_\_\_

**Manager:** \_\_\_\_\_

**Authorised Signatory :** \_\_\_\_\_ **Date :** \_\_\_\_\_

**Please print name:** \_\_\_\_\_

**FOR C.V.U. OFFICE USE ONLY**

According to Garda Records there are no previous convictions recorded against the above named applicant:

**OR** the following convictions appear on Garda Records:  **OR** the following convictions are pending:

**NOTE:** Checks were carried out by this office based on the information supplied. The convictions supplied may apply to the subject of your enquiry. Please verify before use.

**Signed:** \_\_\_\_\_ **Member I/C**  
**Expiry of clearance:** \_\_\_\_\_


**C.V.U**

PLEASE STATE ALL ADDRESSES FROM YEAR OF BIRTH TO PRESENT DATE:

HOUSE NO.	STREET	TOWN	COUNTY	POST CODE	COUNTRY	YEAR FROM	YEAR TO

# Appendix 4: Confirmation of information received - Department Form (GV2 Form)

(To be completed and returned to Head of Department with GV3 student declaration form)

Name of Student: _____ Student Number: _____ Department: _____ Course: _____													
Charge/conviction highlighted on vetting form													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Charge</th> <th style="width: 20%;">Date</th> <th style="width: 40%;">Outcome</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Charge	Date	Outcome										
Charge	Date	Outcome											
<table style="width: 100%;"> <tr> <td style="width: 60%;">Did the student disclose this information on his/her Garda Vetting Form (GV1)?</td> <td style="width: 10%;">Yes</td> <td style="width: 10%;">No</td> <td style="width: 10%; text-align: center;"> <input type="checkbox"/>            (Please tick appropriate box)         </td> <td style="width: 10%; text-align: center;"> <input type="checkbox"/>            (Please tick appropriate box)         </td> </tr> <tr> <td>Did the student confirm this information?</td> <td>Yes</td> <td>No</td> <td style="text-align: center;"> <input type="checkbox"/>            (Please tick appropriate box)         </td> <td style="text-align: center;"> <input type="checkbox"/>            (Please tick appropriate box)         </td> </tr> </table>		Did the student disclose this information on his/her Garda Vetting Form (GV1)?	Yes	No	<input type="checkbox"/> (Please tick appropriate box)	<input type="checkbox"/> (Please tick appropriate box)	Did the student confirm this information?	Yes	No	<input type="checkbox"/> (Please tick appropriate box)	<input type="checkbox"/> (Please tick appropriate box)		
Did the student disclose this information on his/her Garda Vetting Form (GV1)?	Yes	No	<input type="checkbox"/> (Please tick appropriate box)	<input type="checkbox"/> (Please tick appropriate box)									
Did the student confirm this information?	Yes	No	<input type="checkbox"/> (Please tick appropriate box)	<input type="checkbox"/> (Please tick appropriate box)									
Information offered by student on this matter:													

I declare that the information received on the Garda/Police Vetting forms is accurate:

Signed \_\_\_\_\_  
(Student)


Date: \_\_\_\_\_

Witnessed by:

Signed \_\_\_\_\_  
(Designated person)

Date: \_\_\_\_\_

## Appendix 5: Follow up Record of Non-Conviction / Minor Traffic related Disclosures (GV 3)

Name of Student: _____ Department: _____ Course: _____ Student Number: _____	
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Charge/conviction highlighted on vetting form		
Charge	Date	Outcome

The above student has confirmed the details of above disclosure as part of the DkIT Garda Vetting process.

As the disclosure has been recorded as

- a non-conviction
- a minor traffic related disclosure

The student will be permitted to attend work placement and continue with their programme of study.

DkIT are obliged to inform any potential work placement organisation of students Garda Vetting disclosures. If a placement organisation refuses to take the student for work placement, DkIT and the student must respect this decision.

DkIT request that students undertake to give full, honest disclosure on all relevant Garda / Police Vetting processes in the future.


Signed \_\_\_\_\_  
(Designated Persons Signature)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Authorised Signatory Signature)

Date: \_\_\_\_\_

# Appendix 6: Recommendation of the Department Garda Vetting Committee (GV4)

Name of Student: _____	
Department: _____	
Course: _____	
Student Number: _____	

### Committee Members

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Department Garda Vetting Committee (DGVC) have met to review all information provided on the processed Garda Vetting forms returned by the Garda Central Vetting Unit. The DVC has agreed that the above student has;

- No disclosures and can be approved for placement
- Been found to have disclosures considered to be a minor offence and approved to attend Placement/remain on the Programme
- Been found to have disclosures considered to be a serious offence and must attend a meeting with the Institute Garda Vetting Committee
- Other – Not enough information available to make decision

### Information Relevant To Case

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### Committee Recommendation:

If approved to attend placement please note:

DkIT are obliged to inform any potential work placement organisation of students Garda Vetting disclosures. If a placement organisation refuses to take the student for work placement DkIT and the student must respect this decision.

The Committee request that students undertake to give full, honest disclosure on all relevant Garda / Police Vetting processes in the future.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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# Appendix 7: Final Recommendation from Institute Garda Vetting Committee (GV5)

Name of Student: _____ Department: _____ Course: _____ Student Number: _____	 <p><b>DUNDALK</b> INSTITUTE OF TECHNOLOGY</p>
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### Committee Members

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

The above Committee has met to review the disclosures and associated information and carried out a risk assessment of the named student.

### Committee Recommendation:

- Student has been approved to attend placement and continue on his/her programme of study
  - Student not permitted to attend placement and continue on his/her programme of study
  - Further information required before final recommendation can be made
  - Student permitted to attend placement subject to satisfying the specific requirements agreed by the Committee as outlined below:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Additional Information / Follow up actions required:

If approved to attend placement please note:  
 DkIT are obliged to inform any potential work placement organisation of students Garda Vetting disclosures. If a placement organisation refuses to take the student for work placement DkIT and the student must respect this decision.

The Committee request that students undertake to give full, honest disclosure on all relevant Garda / Police Vetting processes in the future.

**Signed:**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

## APPENDIX 8: SWORN AFFIDAVIT - as part of Police/Garda Vetting Procedure



### AFFIDAVIT OF

I, \_\_\_\_\_, of

\_\_\_\_\_ aged eighteen years and upwards

HEREBY MAKE OATH and say as follows:-

1. I am a student at Dundalk Institute of Technology and I was born on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ and my PPS Number is \_\_\_\_\_ and I make this Affidavit with a view to satisfying the Police/Garda Vetting policy of Dundalk Institute of Technology and do so within my own knowledge save where otherwise appears, and whereso appearing I believe the same to be true, and in so doing I am aware that it is an offence to make a statement that is false or misleading in any material respect.
2. I hereby declare that I am aware of and accept the position of trust in which I will be placed by virtue of undertaking my programme of studies. I am also aware that as part of my academic studies I may obtain certain placements. I declare that to the best of my knowledge, information and belief, there is nothing in relation to my conduct, character or personal background of any nature or description whatsoever that will adversely affect the position of trust in which I may be placed by virtue of this placement. I further declare that by making this affidavit, I shall undertake, as soon as practicable, to bring to the attention of Dundalk Institute of Technology any matter which may adversely affect that position of trust.
3. I further acknowledge and accept that the Dundalk Institute of Technology may make full enquiries with the Central Vetting Unit of An Garda Síochána in relation to my suitability to hold any placement as part of my programme of study. I confirm that full details of any prior criminal conviction recorded against me, whether in this jurisdiction or in any other jurisdiction or of any criminal proceedings/and or prosecution against me which are currently under way in any jurisdiction are set out in the Schedule hereto. I hereby confirm that I have no prior criminal convictions recorded against me, whether in this jurisdiction or any other jurisdiction and that there are no criminal proceeding/or prosecutions under way against me in this or any other jurisdiction other than those outlined in the Schedule hereto. I hereby acknowledge and confirm that I am aware that any such placement is entirely dependent on my suitability to be placed in a position of trust. I further acknowledge that any incorrect, false or misleading information provided in this form may jeopardise any such placement and I make this Affidavit with such prior knowledge. I further undertake to bring to the attention of Dundalk Institute of Technology any criminal proceedings and/or prosecutions which may be commenced against me or any criminal convictions recorded against me during my enrolment at Dundalk Institute of Technology.



**SCHEDULE**

FULL DETAILS RE PRIOR CONVICTIONS TO INCLUDE DETAILS OF THE OFFENCE, PENALTY, COURT VENUE AND DATE.

FULL DETAILS RE CURRENT CRIMINAL PROCEEDINGS UNDERWAY

Student Name:

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Date:

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**SCHEDULE**

FULL DETAILS RE PRIOR CONVICTIONS TO INCLUDE DETAILS OF THE OFFENCE, PENALTY, COURT VENUE AND DATE.

FULL DETAILS RE CURRENT CRIMINAL PROCEEDINGS UNDERWAY

Student Name:

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Date:

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