



DUNDALK INSTITUTE OF TECHNOLOGY

GARDA / POLICE VETTING PROCEDURES FOR STUDENTS

October 2025

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Version Control and Change History

Version Control	Date Effective	Approved By	Amendment(s)
1	1 st September 2013	Governing Body	
2	25 th November 2025	Governing Body	Changes to reflect changes to legislation; Incorporation of e-vetting processes; Inclusion of procedures for students undertaking placement in Northern Ireland; Role of Garda Vetting Liaison Officer (GVLO) defined; Data Storage amendments.
Responsibility: Chair of Child Protection Policy Committee; Human Resources Manager			
Consultation undertaken: Academic Heads Forum; Executive Board			
Supporting documents, procedures & forms of this policy:			
Reference(s)			
Audience: Public-accessible to anyone			
Category: Student- centred learning; Teaching and Assessment			

1 Introduction

- 1.1** 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 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. Further vetting may be required by external organisations (e.g. HSE) in accordance with their requirements.
- 1.2** The following 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.

2.Principles

The Policy is based on six main principles:

- 2.1** Children, young people and vulnerable adults are entitled to, and should be offered, protection from harm; anybody 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 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 cleared students are placed in a suitable placement.
- 2.6** Every student enrolling in a course that includes a placement element with children, young people or vulnerable adults must undergo Garda Vetting through the Irish system before undertaking the placement element of the course. Where full clearance is not given, 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.

3. Key parties involved in Garda Vetting Process

- Garda National Vetting Bureau (GNVB)
- Garda Vetting Liaison Officer (GVLO) – nominated person from the Institute, trained by the GNVB, who makes formal requests for Garda Vetting on behalf of the Institute, manages the applications for Garda Vetting and the information received from the GNVB
- Department Garda Vetting Committee (DGVC)-
 - Department Head - Chairperson
 - Authorised Signatory
 - Relevant Course Director
- Institute Garda Vetting Committee (IGVC)
 - Academic Administration and Student Affairs Manager
 - Head of School
 - Head of Department
 - Authorised Signatory/ Relevant Course Co-Director (in attendance)
- Appeal Committee on Garda Vetting-
 - Registrar
 - Two Heads of School appointed by Academic Council
 -

4. Student DkIT Vetting Procedures

Stage 1: Student Notification of Garda Vetting Requirements & Process

1. 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.
2. All registration letters to incoming students will direct students to the Garda Vetting process. All 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 be advised that their 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 or throughout the duration of their 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.
3. At relevant times in the academic year, the relevant programmes are given an overview on DkIT Garda Vetting by the GVLO to include:

- i) What Garda Vetting is.
 - ii) Why it is relevant to the programme?
 - iii) What the procedure is.
 - iv) The timelines for processing.
- 4. Additional notifications regarding the Garda Vetting process will be made and include:
 - a) Students who are under 18 must also get a Parent/ Guardian to complete the Consent Form.
 - b) Students who have lived outside Ireland from the age of 16 for a sustained period (6 months) must complete a Police Clearance process for this period and provide evidence of this to the GVLO. Students will be advised to contact the Embassy of the respective country and follow the Police Clearance process accordingly.
 - c) The use of a Sworn Affidavit may be accepted for those students in exceptional circumstances who are unable to provide police vetting for their previous countries of residence. (See Appendix 8)
- 5. The GVLO sends out, via email, a Vetting Invitation Form NVB1 Form and Guidelines for Completion (See Appendix 1A) to the student group via the Programme Director.
- 6. The student completes and returns the NVB1 Form (typed only- handwritten forms are not accepted) to the GVLO in person. An in-person meeting is required so the GVLO can verify the ID and that it satisfies the criteria for ID from An Garda. The form is accompanied by identification in accordance with the *new Validation of Identity & Consent in accordance with the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 to 2016 requirements* (Appendix 1A) to ensure they are checking the correct person. At least one form of photographic evidence must be provided.
- 7. The GVLO validates the proof of identity and submits the student details to the National Vetting Bureau.
- 8. The student receives an invitation from the National Vetting Bureau with a link to complete an online form, National Vetting Bureau 2 Form (NVB2 Form) Application Form, which should be completed online and submitted to the NVB for review within a specified timeframe.

9. The NVB processes the application and forwards a vetting disclosure to the GVLO.
10. The GVLO reviews the vetting disclosure, and a copy is made available to the student in person.
11. The GVLO will inform the HOD or nominee who from that programme has not completed or engaged in the process.
12. In the case of incomplete GV or non-engagement with GV process, it is the responsibility of the GVLO to inform the HOD or nominee of any issues or concerns.
13. Students undertaking work placement in Northern Ireland with children or vulnerable adults must complete an Enhanced Access NI Check in addition to their DkIT Garda Vetting. See Appendix 1B

Stage 2: Completion of Garda National Vetting Bureau section of the form

- a. The GNVB will disclose to the Institute the following information on the Vetting Form:
 - If the applicant has a Criminal Record and
 - The Specified Information in relation to any record.
- b. Garda Vetting disclosure forms and any attached documentation will be returned in confidence to DkIT addressed to the GVLO and will be retained by the Institute Vetting Office. (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 2: Confirmation & Evaluation of Garda Central Vetting Unit response by GVLO

1. Where the information supplied by the GNVB is inconsistent with the response from the student the GVLO will meet with the student to clarify
 - Did the student disclose this information on his/her Garda Vetting form Y/N
 - Did the student confirm this information Y/N

- Information offered by student on this matter - additional information
- Advise them of the appeal process to the Garda Central Vetting Unit as outlined in Appendix 9.

2. The information is reviewed by the GVLO and classified as follows:

- No previous convictions recorded
- Minor Offence
- Serious Offence
- Very Serious Offence

3. If an offence is identified, the Head of Department will nominate a person from the Department Garda Vetting Committee who will contact the candidate and confirm the information received and report back to DGVC. This information is recorded on the forms outlined in Appendix 2 and 3.

Stage 3 Institute response to information provided by the GNVB

i. No previous convictions recorded

Students will be automatically approved to proceed with the placement process. The information is provided to the placement host organisation by the student.

ii. 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 4)

- i. If the offence has not been disclosed the Head of Department will meet with the student to seek an explanation for the non-disclosure and record the information on the forms outlined in Appendix 5 & 6, and Garda
 - If a satisfactory explanation is received, the information will be provided to the placement agency by the Placement Office.
 - 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 **b (ii)** below

iii. 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 4)

- ii. If the offence has not been disclosed, the Head of Department will meet with the student. Other than in very exceptional circumstances, the student will be advised that their offence is being treated as a *very serious offence*, and the procedure outlined in section (d) below will be followed.

- iii. If the offence has been disclosed, the 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 that he/she will be allowed to continue in the programme but that all placement host/agencies, 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 (d) below will be followed.

b. 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) and advised that owing to the nature of their conviction(s) they cannot continue in that programme of study.

Following the meeting, the student will be advised in writing of the Institute's decision. The student may, within two weeks of the date of the letter, make an 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 to 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 GVLO in the Human Resource Office having full access to all Garda vetting information. Only the nominated/designated person (s) in Schools and Departments to receive information on the relevant returned vetting applications.

Information will be stored in line with Institutes' information management policy and data protection policy.

6. Valid Vetting period

A Garda Vetting disclosure is valid for 3 years. All students requiring vetting must have a Garda Vetting **disclosure** dated **within** the previous **three years.** This may require students to be vetted twice over the duration of their Academic Programme with the Institute.

Appendix 1A

NVB1 & Guidelines for completing Vetting Invitation Form

GNVB Identity Documentation - Garda National Vetting Bureau (GNVB) will accept the following identification documents when processing vetting applications.

Accepted Documentation

(Applicants Over 18)

Document Type **Photo Identification**

Passport from country of citizenship
Irish/EU/UK Driving Licence or Learner Permit
Irish Certificate of Naturalisation
National Identity Card (EU/EEA/Swiss Citizens)

Proof of Address

Credit Institutions

Bank Statement from a recognised bank
(not private money lenders or Revolut)
Building Society Statement
Credit Union Statement
Credit Union Passbook

Utility Providers

Utility Bill (the only utility bills accepted are: gas, electricity, television, broadband, waste & TV licence)

Government Bodies

Government Department Correspondence

Local Authorities

Local Council letter confirming tenancy

(Applicants Under 18)

In circumstances where an applicant under the age of 18, **does not have documentation outlined in the accepted documentation**, the following will be accepted.

Identification

Birth Certificate

Written statement by a school principal or an accredited third level institution confirming attendance and address

Two documents must be submitted, one to support Identification and one to support proof of address. **Only the documents listed are acceptable**



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 applicants 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

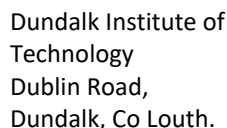
The role being applied for must be clearly stated. Generic terms such as "Volunteer" will not suffice.

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.



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Vetting Invitation

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.

[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]

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5

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D D / M M / Y Y Y Y

	FOR OFFICE USE ONLY – Not to be completed by applicant	Your Ref:
	Identity Document Validation Form	
Section 1: Photographic ID		
Is the photographic document, being relied upon, current and not expired?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the photograph on the document a true likeness for the vetting subject?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the photograph of high quality and clear?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the date of birth on the document matching the date provided on the NVB1 Form?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the name on the document exactly matching the name provided on the NVB1 Form?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Section 2: Proof of Address		
Is the address document dated within six months of the consent date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the address on the proof of address document matching the address provided on the NVB1 Form?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the vetting subject's name included on the proof of address document?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the document acceptable as proof of address document, as per Identity Document Schedule?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Section 3: NVB1 Form		
Is the NVB1 form dated and signed by the vetting subject?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the role accepted to be relevant work or activity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the Consent Box ticked?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Photographic ID document type: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> 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:			

Applying for an Enhanced Access NI Check

Enhanced Access NI Check for students working with children or vulnerable adults in Northern Ireland.

Instructions for Student;

The **student** must first apply for an **Access NI nidirect Account** online.

The student is applying through a registered body (The registered body is Zero8Teen).

(<https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>)

Follow the instructions online and as below. There are contact details below if you have trouble setting up and completing the account. During the process on line you will be assigned an Application Reference Number, which you should record as below with your Name as it appears on your Access NI Direct Account. Bring this page below into the Vetting Officer in DkIT. A soft copy should be emailed to the Vetting Officer also. She will contact the Access NI Offices to verify your application. **If you do not bring this form with the reference number into the Vetting Office your application will not be processed and will remain unprocessed by the Access NI Offices**

Fees: The cost of this application is **£8 (Sterling)** which the student must pay. **When your application has been verified by the DkIT Vetting Officer an invoice will be issued by Access NI which the Vetting Officer will forward to you to pay.**

NOTE: CREATING THE ACCESS NIDIRECT ACCOUNT IS ONLY BEGINNING THE PROCESS, IT CANNOT BE COMPLETED UNTIL YOU BRING THE APPLICATION REFERENCE NUMBER INTO THE DKIT VETTING OFFICER.

PIN NOTIFICATION + ID DOCUMENTATION FORM FOR REGISTERED BODIES (Enhanced disclosure checks)



Applicant instructions

Go to <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>

1. Select the green button to create a nidirect account and apply for a standard check. If you already have a nidirect account you should use this. You may be prompted to uplift this account to a higher level – instructions will appear on screen. [Guidance document to create a nidirect account](#)
2. You will need to retain your login credentials for future use.
3. A digital identity validation will be conducted when you create or uplift the nidirect account. Your current name, DoB and current address will be verified by nidirect. You will be asked to upload the required identity documentation and provide a selfie. Instructions will appear on screen.
If there are problems creating this account contact nidirect on **0300 200 7868** or email nida@nidirect.gov.uk.
4. Once you have successfully created/logged in, you will be taken to the on-line AccessNI application.

5. Enter the PIN number below at Step 1 of the form completion.

5	8	4	0	5	4
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7. Complete the remainder of the application.
8. Upload the required identity documents to the AccessNI application form. You are required to upload **two** identity documents, chosen from the AccessNI list provided, to the AccessNI application form to allow the Signatory to verify that middle names and previous surnames have been provided. To help avoid delays, where possible the following documents should be uploaded with the application form:-
- Applicant's birth certificate issued at time of birth or another suitable document that confirms the name(s) at birth and date of birth;
 - A document that contains both the applicant's current name and photograph.
9. Continue to complete the remaining fields on the application.
10. At STEP 12 you must confirm and date the declaration.
11. When you click on **confirm and proceed** the application will be automatically forwarded to the Signatory for approval.

Registered/Umbrella Body Instructions to Applicant

Applicant Name_____

Organisation Name: Dundalk Institute of Technology

Application Reference Number_____


ACCESS NI LIST OF ACCEPTABLE IDENTITY DOCUMENTS

Original Birth certificate (issued within 12 months of birth)	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces
Certified copy of birth certificate (issued more than 12 months after time of birth)	UK, Isle of Man, Channel Islands or Ireland
Long form Irish birth certificate (issued at time of registration of birth)	Ireland
Adoption Certificate	UK, Channel Islands or Ireland
Passport	Any current and valid passport
Irish Passport Card	Cannot be used with an Irish passport, Current and Valid
Current driving licence photocard	Full or provision - UK, Isle of Man, Channel Islands or Ireland
Current driving licence photocard (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before March 2000)	UK, Isle of Man, Channel Islands and Ireland
eVisa – via weblink and share code	Current and valid
Immigration document, visa or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based, Current and Valid
Electoral ID card	Northern Ireland only
Marriage / Civil Partnership certificate	UK, Channel Islands or Ireland
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man, Current and Valid
Mortgage Statement	UK or Ireland, dated within 12 months
Financial statement, for example ISA, pension or endowment	UK or Ireland, dated within 12 months
P45 or P60 statement	UK or Channel Islands, dated within 12 months
Land and Property Services rates demand	Northern Ireland only, dated within 12 months
Council tax statement	UK or Channel Islands, dated within 12 months
Credit card statement	UK or Ireland, dated within 3 months
Bank or Building Society statement	UK, Channel Islands or Ireland, dated within 3 months
Utility bill (not mobile phone)	UK or Ireland, dated within 3 months
Benefit statement, for example Child Benefit, Pension etc	UK, dated within 3 months

Official Government/Council Document	Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC, UK and Channel Islands, dated within 3 months
EEA National ID card	Current and Valid
SmartPass issued by Translink	Northern Ireland
yLink card issued by Translink	Northern Ireland
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands, Current and Valid
Letter from head teacher or further education college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided
Letter of sponsorship from future employment provider or voluntary organisation	Non UK only - Valid only for applicants residing outside UK and Ireland at time of application
Exceptional circumstances – Document agreed with AccessNI	Cannot be used unless advised by AccessNI

Appendix 2: 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: _____	 <p>DUNDALK INSTITUTE OF TECHNOLOGY</p>	
Charge/conviction highlighted on vetting form		
Charge	Date	Outcome

Did the student disclose this information on his/her Garda Vetting Form (GV1)? Yes ☐ ☐

(Please tick appropriate box)

Did the student confirm this information? ☐ ☐

(Please tick appropriate box)

No Yes

Information offered by student on this matter:


Signed _____
(Designated person)

Date: _____

Signed _____
(Student)

Date: _____

Appendix 3: Confirmation of information received-Student Declaration Form (GV3)

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

Charge/conviction highlighted on vetting form		
Charge	Date	Outcome

I _____ declare that the information received on the Garda Vetting form is Correct / Incorrect.
(Insert student name)

(Please circle as appropriate)

Signed _____ Date: _____
(Student Signature)

Witnessed By: _____ Designated Person
(Write in Block Capitals)

Signed _____ Date: _____
(Designated Persons Signature)

Appendix 4: Carrying out a Risk Assessment


Criteria which may be considered when carrying out a risk assessment in accordance with these Guidelines *

The Institute may consider and take in to 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 likely give rise to a bone-fide concern that the individual poses a risk to the safety of children and/or vulnerable adults.

*Taken from Garda central Vetting Unit Authorised Signatory Training Day Information Pack

Appendix 5: Follow up Record of Non- Conviction Disclosures (GV4)

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

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 the student will be permitted to attend work placement and continue with his 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: _____

Appendix 6: Recommendation of the Department Garda Vetting Committee (GV5)

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 ☐
- 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

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:

Appendix 7: Final Recommendation from Institute Garda Vetting Committee (GV6)

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

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 AFFADAVIT - 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.

4. I further acknowledge that Dundalk Institute of Technology retains the right to terminate or suspend my enrolment where criminal convictions and recorded against me or criminal proceedings and/or prosecutions commenced against me in this jurisdiction or any other jurisdiction in the sole and unfettered discretion in the opinion of Dundalk Institute of Technology which would render me unsuitable for any placement that is required as part of my programme of studies.
5. I make this Affidavit for the purposes of satisfying Dundalk Institute of Technology of my suitability to attend a course placement as part of my programme of studies Dundalk Institute of Technology and accept that the Institute will rely upon my declarations made in this my Affidavit.

*Affirmed/Sworn before me on day of 2012 ,
at
by who has identified himself/herself to me by way of production
of Dundalk Institute of Technology Identity Card/Passport.*

STUDENT SIGNATURE

**COMMISSIONER FOR OATHS/
PRACTISING SOLICITOR.**

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: _____

Date: _____

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: _____

Date: _____

Appendix 9 Appeals

1. Where a vetting subject disputes the detail contained in a vetting disclosure from the National Vetting Bureau, he or she may refer the issue to the National Vetting Bureau dispute process.

This process is activated by the vetting subject, who should outline the basis of his or her dispute, in writing, to the Liaison Person for the Institute who is conducting vetting. The Liaison Person then submits the complete application file to the National Vetting Bureau for further checks.

In instances where a Vetting Subject wishes to dispute any detail contained in a Garda Vetting Disclosure issued to a Liaison Person in respect of them, the following procedure should be implemented:

- a. The vetting subject should outline the exact basis of their dispute and submit it in writing to the Liaison Person.
 - b. The Liaison Person should submit the report received from the vetting subject, along with the original Garda Vetting Application Form in respect of them, to the National Vetting Bureau for further checks to be conducted.
 - c. If the vetting subject indicates there were errors or omissions made by them while completing the original application form, they should be requested to complete a new application form; and both the original and the new application forms should then be submitted together with the request for further checks to be conducted.
 - d. If, following the result of further checks, the vetting subject still disputes any detail in the Garda Vetting Disclosure issued in respect of them, arrangements will be made for further validation procedures to be undertaken in order to resolve the matters at issue in the dispute.
 - e. At the conclusion of the dispute resolution procedure, decisions in respect of the suitability of the vetting subject for a position within the Relevant Organisation are the responsibility of the Decision Maker/Decision Making committee within the Institute, and the National Vetting Bureau will have no input into any such decisions.
2. There is an independent appeals process for disclosure of specified information. You must make your appeal **within 14 days** of the decision.

Appeals Officer

Under Section 17 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016 the Minister may appoint one or more persons to be appeals officers. The appeals process in relation to specified information is entirely independent of An Garda Síochána. An Appeals Officer appointed by the Minister shall be a practising barrister or practising solicitor of not less than 7 years standing

and shall be independent in the performance of his or her functions.

Decision to appeal

Section 18 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016 outlines the process of appeal of the determination of the Chief Bureau Officer.

Where a person wishes to appeal the determination of the Chief Bureau Officer in relation to the disclosure of specified information, he or she may, not later than 14 days after the date the notification of the determination is sent to the vetting subject, appeal to an Appeals Officer against that determination.

The period of 14 days may, at the request in writing of the vetting subject, be extended for a further period not exceeding 14 days, if the appeals officer determines that there is a good and sufficient reason to do so.

The appeal should be made in writing and include a statement of grounds for appeal by the vetting subject. The request should also indicate whether the vetting subject wishes the appeals officer to conduct an oral hearing for the purpose of the appeal.

Procedures on appeal

The procedure to be followed in respect of appeals is prescribed by the Minister as set out at Section 18(4) of the Act.

The Appeals Officer may:

- a. Affirm in whole or in part the determination of the Chief Bureau Officer, or
- b. Set aside the determination of the Chief Bureau Officer in whole or in part and replace it with such other decision as the appeals officer considers appropriate.

The Appeals Officer shall inform the vetting subject and the Chief Bureau Officer in writing of his or her determination and the reasons for it.

The vetting subject may withdraw an appeal at any time by sending a notice of withdrawal to the Appeals Officer.

Any party to an appeal may appeal to the High Court from a determination of an appeal by an Appeals Officer, on a point of law and the determination of the High Court in such appeals shall be final and conclusive.