



## Capuchin Province of Ireland

### Garda Vetting in the Capuchin Province of Ireland

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016 sets out a statutory basis for the vetting of persons carrying out “relevant” work with children or vulnerable persons. The Act defines “relevant work” or activities as “any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable persons.

This means that it is against the laws for someone to commence work that involves contact with children or vulnerable persons without first being vetted. A thorough recruitment and selection procedure must be followed prior to appointing someone to work with children or vulnerable persons. Garda Vetting is one part of this recruitment process.

### Who must be Vetted?

- All members of the Irish Capuchin Province of Ireland (ordained or not)
- All visiting friars, ordained or not
- All staff and volunteers conducting ‘relevant work’ as defined in the Act.

The Capuchin Garda Vetting Role Matrix provides more information on who is vetted.

Re-vetting takes place every 3 years.

### What is the Vetting Process?

Applicant provides completes vetting invitation, providing proof of ID (confirmed locally)

This information is provided to the Safeguarding Office, who submits vetting applicant details to AMRI

AMIR Vetting Personnel inputs vetting application and the National Vetting Bureau (NVB) sends vetting applicant an online link to complete application (NVB2) (link is only live for 30 days)

NVB will issue Vetting Disclosure to the AMRI Vetting Personnel who provides a copy to Ms Mary Tallon, Safeguarding Office. Applicant will be advised by NVB that disclosure has been issued.

## What is disclosed by the NVB?

**'A Disclosure' is the term used by the NVB in relation to the result of a vetting request. Everyone will receive a 'disclosure'.**

A Vetting Disclosure will include a statement that there is.

- No criminal record or specified information in relation to the person being vetted  
OR
- Details of all convictions and pending prosecutions and specified information.

The Capuchin Province of Ireland are committed to fairness and creating equal opportunities for people. Therefore, a disclosure of a conviction, pending prosecution and/or specified information will not automatically exclude someone from a position.

## How is this information stored and who has access to it?

- Vetting details, copies of applicant's ID, NVB Disclosure and if relevant, information related to the decision-making process in the cases of concerning information being disclosed will be kept on file.
- This information is held securely in the Safeguarding Office
- Where an agreement exists with a Bishop in a Diocese, a NVB Disclosure may be shared for the purposes of members who provide temporary ministry in a Diocese.
- The vetting applicant will provide written consent for the vetting Disclosure to be shared in this instance.

### Related Policies & Procedures

- Garda Vetting Policy, 2021
- Garda Vetting Disclosure Policy, 2021

### Capuchin Province of Ireland Vetting Liaison Personnel

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