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**Work Placement/Community Service with Children or Vulnerable Adults**

**RE:** **eVetting**

Dear Parent/Guardian

Please read the outline below in relation to Garda Vetting for students (aged 16 and over) wishing to go on work placement/community service with children (eg: crèche or primary/secondary school) or with vulnerable adults (eg: daycare centre, community workshop, nursing home, hospital or meals on wheels etc).

﻿Section 12 of the Vetting Act 2016 places a statutory obligation on school authorities to obtain a vetting disclosure from the Bureau prior to the employment, contract, permission or placement of a person to undertake **relevant work** or activities with children or vulnerable persons.

**(See below extract from DES Circular 0031/2016 7.2 refers).**

*“Relevant work or activities” in the context of a school or centre for education means any work or activity carried out by a person where a necessary and regular part of that work or activity* ***consists mainly of the person having access to, or contact with, children or vulnerable persons****. However it does not include work or activity in relation to vulnerable persons in a centre for education where that work or activity is merely incidental to work or activities undertaken in relation to persons who are not vulnerable persons.*

​**The Vetting Process:**

1. Once the student turns 16, they fill in the [NVB1](http://www.stcolmcilles.ie/uploads/1/3/9/5/13957485/nvb-1-vetting-invitation_colmcilles_v3.pdf) form (attached) and parents fill in the [NVB3](http://www.stcolmcilles.ie/uploads/1/3/9/5/13957485/garda-vetting-form-nvb3.pdf) form (attached).

**Note 1:** Garda Vetting is not conducted for students under the age of 16.

**Note 2:** When a person from 16 – 18 yrs. is filling out their NVB1 form, the Email address should be that of the student’s parent/guardian.

1. The NVB1 and NVB3 forms are returned to the school along with student’s current proof of identity and address. See table below for acceptable evidence of these.
2. Principal confirms the student's identity and proof of address. Principal retains proof of identity and current address on student’s file. These are not sent with the vetting forms to ACCS (advisory body for Community & Comprehensive schools who manage this process).
3. Principal prints a Confirmation Form on the school headed paper and signs stating the student’s name and date of birth. The Principal then forwards the NVB1, NVB3 and Confirmation Form to ACCS.
4. The National Vetting Bureau will prepare an invitation and email the **student's parent/guardian** with a link to complete the eVetting application process.

**Note:** Applicants are asked to complete the vetting application promptly.

1. Students complete the eVetting application process online and submit it to the ACCS for review.
2. ACCS reviews the application and submits to the National Vetting Bureau.

**Note:** If the online application is not completed correctly it will be cancelled and returned to the applicant stating reason for the return.

1. The National Vetting Bureau will process the application and will issue a vetting disclosure to ACCS who will forward it to the School Principal.

Also for your information please see link below to eVetting Invitation Help content User Guide:

<https://vetting.garda.ie/Content/UserGuides/en/UserGuide.pdf>

We request that all students on reaching the age of 16 who wish to work with children or vulnerable adult start this process immediately.

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| **Garda Vetting Applications from Students**  **aged 16-18:** | |
| **Proof of Identity** | **Proof of Current address:** |
| • Birth Certificate  • Passport (from country of citizenship)  **Note:** If identity and date of birth have already been verified by the school upon student’s registration, the Principal just needs to sign stating same | This can be confirmed by checking any two of the following:  • Utility bills e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)  • Public services card/ social services card/ medical card  • Credit / debit cards/passbooks (only one per institution)  • Bank / Building Society / Credit Union statement  • P60, P45 or Payslip (with home address)  • Correspondence from an insurance company regarding an active policy or from a bank / credit union or government body or state agency |