



Vetting Guidance for Providers of Early Years Services

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Introduction

The Early Years Inspectorate has worked together with Early Childhood Ireland, and with the assistance of Barnardos to develop a series of short guidance documents to support Registered Providers and others involved in the governance of services to understand and meet the requirements in relation to vetting of new and existing members of staff.

Most of the documents relate to Garda Vetting requirements and there are additional documents covering Police Vetting and sample reference letters.

This document collates the individual guidance documents together.

You can access the documents individually along with a range of additional support and guidance materials from our [Early Years Provider Resources page](#)

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Garda Vetting Legal Requirements



Garda Vetting is a legal requirement for anyone undertaking “relevant work or activity”, as defined in the [National Vetting Bureau \(Children And Vulnerable Persons\) Act 2012](#). The Act also creates offences and penalties for persons who fail to comply with its provisions.

“Relevant work or activity” consists of any work or activity which is carried out by a person, where a necessary and/or regular part of which consists mainly of the person having access to, or contact with, children or vulnerable persons.

A “relevant organisation*” shall not permit any person to undertake relevant work or activities on behalf of the organisation, unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person. It is an offence under the act to permit a new employee, unpaid worker or contractor to conduct relevant work prior to receiving a vetting disclosure for that employee. A person guilty of such an offence shall be liable –

- on summary conviction, to a class A fine or imprisonment for a term not exceeding 12 months or both,
- or on conviction on indictment, to a fine not exceeding €10,000 or imprisonment for a term not exceeding 5 years or both.

Regulation 6 (5) of the [Child Care Act 1991 \(Early Years Services\) Regulations 2016](#) says that when setting up a new service, Garda Vetting is required for a proposed registered provider and person in charge if different and also for each director, where the applicant is an organisation. The registration office will assess the Garda Vetting requirements prior to a new service being considered for registration. An application for a new service cannot be processed until required Garda Vetting is in place.

Regulation 9(3) says that all employees, unpaid workers and contractors are required to have Garda vetting disclosure / Police vetting prior to being appointed or being allowed access to a child in a service. It is the responsibility of the registered provider to ensure that all employees, unpaid workers, and contractors have Garda vetting disclosure/ Police vetting prior to commencing work. Garda vetting is examined by the Early Years Inspectors on the day of inspection. Where the registered provider is unable to provide evidence that a Garda vetting disclosure has been obtained and reviewed, an Immediate Action Notice will be issued and will be recorded in the inspection report.

Further information on the [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012-2016](#) can be found [here](#).

**A relevant organisation is the service, who permits any person to undertake relevant work or activities, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable persons.*

How to apply for a Garda National Vetting Bureau Affiliate Registration Number



Every early years service must obtain their own unique Garda National Vetting Bureau (GNVB) Affiliate Registration Number. This number is part of the process to confirm good governance and compliance with the [National Vetting Bureau \(Children & Vulnerable Persons\) Acts 2012-2016](#) to ensure that only persons conducting relevant work or activities with children or vulnerable adults are legally vetted under the Act. ([See Garda Vetting Compliance -Relevant Work](#))

Any service wishing to apply for Garda vetting for their staff must contact the Garda National Vetting Bureau in the first instance to establish if they are undertaking relevant work and once that is confirmed they will receive this unique number.

Email the GNVB at gnavb.registration@garda.ie requesting a GNVB Affiliate Registration Number and giving the following information:

- 1
 - Name and service address
 - Contact person within the organisation
 - The nature of your business, e.g. early learning and care and/or school age childcare service

*Multiple Settings – If your business has multiple settings then this process must be completed for each individual setting

- 2 The GNVB will send you an application form to complete and post back to them. Once you have sent them the completed form, they will issue you with your GNVB Affiliate Registration Number by letter.

When you receive your GNVB Affiliate Registration Number contact the registered organisation that you use for Garda vetting and provide them with the number.

- 3 Barnardos: barnardos.ie/our-services/garda-vetting
Early Childhood Ireland: earlychildhoodireland.ie/membership/garda-vetting/

Note: Registered providers cannot apply directly to the GNVB for Garda vetting for individuals. The registered organisations acts as the Liaison Person between your service and the National Vetting Bureau.

- 4 Once you have contacted the registered organisation with your GNVB Affiliate Registration Number confirmation letter you can then apply for Garda vetting for your potential staff.

Contact info for Garda National Vetting Bureau :
phone: 0818 488488 email: vetting@garda.ie

Garda Vetting Compliance - Relevant Work



The **National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016**, says that only positions where the individual is conducting “Relevant Work/Activity” can be vetted. Services wishing to vet employees, whether paid or unpaid, must be clear that the position meets the criteria for relevant work

Relevant work is defined in Schedule 1, Part 1 and 2 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. It consists of any work or activity carried out by a person in which a necessary and/or regular part consists of the person having access to, or contact with, children or vulnerable persons.

Applications for vetting must include **a clear description** of how the work functions, and how the role involves necessary and/or regular access to and contact with children.

For example, **‘Manager’** does not give enough specific detail of the duties which involve children; further explanation is needed; e.g.

- covering staff breaks
- changing nappies
- supervising of children

Cooks serving food to children must be vetted as their work involves regular contact with the children.

It is the responsibility of the **chair of a board of management** or another member of the board appointed by the chair to be sure that the service is operating to standards and regulations, they will therefore have necessary and regular contact with/or access to the children and so will need to be vetted.

There is no legal basis for vetting people not conducting relevant work or activities. If the role is not a relevant work activity then any vetting forms submitted will be returned to the service by their vetting organisation. Evidence of unsuccessful applications for vetting must be kept on file for examination by the Early Years Inspectorate.

Contact info for Garda National Vetting Bureau :
phone: 0818 488488 email: vetting@garda.ie

Garda Vetting Process



To apply for Garda vetting for an individual the relevant organisation must first have their GNVB Reference Number - [See How to apply for a GNVB Affiliate Registration Number](#)

Once you have this number you can contact your registered organisation and give the number to them. The registered organisation acts as the liaison person between your service and the National Vetting Bureau. You can then proceed to apply for Garda vetting for potential employees/ contractors/ unpaid workers. You must ensure applicants:

- ✓ *Are over 16 years old*
- ✓ *If aged 16-18 years, have submitted signed "Parent / Guardian" consent form.*
- ✓ *Have access to the Internet.*
- ✓ *Have completed the NVB1 Vetting Invitation Form in full*
- ✓ *Have or have access to a valid email add*
- ✓ *Have completed the "Proof of Identity" process.*

1

The applicant should complete a Vetting Invitation Form NVB1 and provide proof of identity (photographic identification & proof of address) to the registered provider of the service. The registered provider must validate identity and complete the Identification Verification Form/Request Form . Both forms must be submitted to your registered organisation once completed, by post or online as advised by the registered organisation. Acceptable Identification can be found [here](#). Additional documents maybe also be required.- contact the registered organisation used (Barnardos or Early Childhood Ireland for further advice.

2

Your registered organisation will review the information and if everything is completed correctly the information will be inputted into the GNVB Online Vetting system.

3

A link will be sent directly to the vetting applicant from the GNVB asking them to complete an online application. This link is valid for 30 days. The applicant must click on the link sand input all the information required.

4

The registered organisation will review the application to ensure all addresses are completed in full. If all is correct, it will be passed to the GNVB for processing. If there are any errors, it will be sent back to the applicant outlining what is missing.

5

The GNVB will process the application, complete vetting checks and issue a disclosure to the registered organisation. The registered organisation will then provide a copy of the disclosure to the registered provider via email or by post.

6

As part of your recruitment policy the NVB1 form and copies of the identification should be kept in the staff members personnel file along with their vetting disclosure as this will be required by the Early Years Inspectorate. This should be done in line with the [General Data Protection Regulations](#).

Registered Organisations

Barnardos: barnardos.ie/our-services/garda-vetting

Early Childhood Ireland: earlychildhoodireland.ie/membership/garda-vetting/



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Re-Vetting



Garda vetting is a legal requirement for all people working directly with children and vulnerable adults, under the [National Vetting Bureau \(Children & Vulnerable Persons\) Acts 2012-2016](#). There are penalties for failure to comply.

Section 20 of the Act is about the re-vetting of employees (and other workers) who were previously vetted for their current position, after a certain length of time (known as a specified period). Currently, there is no legal requirement for someone who is vetted once to be re-vetted, unless they move job.

Regulation 9(3) of the [Child Care Act 1991 \(Early Years Services\) Regulations 2016](#) says that all employees, unpaid workers and contractors in an early years service are required to have Garda vetting disclosure/Police vetting prior to being appointed or assigned or being allowed access to a children



The Early Years Inspectorate's [Quality and Regulatory Framework \(QRF\)](#) recommends that it is good practice for everyone working in an Early Years Service be re-vetted every 36 months

The Early Years Inspectorate has made it a **requirement** that services going through the [renewal of registration process](#) must evidence that relevant staff members have vetting dated within the last 36 months

Further information on the [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012-2016](#) can be found [here](#).

➤ The re-vetting process is the same as the initial Garda vetting process

[See Garda Vetting Process](#)

➤ The process for re-vetting should be clearly outlined in your Garda Vetting Policy

[See Developing a Garda Vetting Process in an Early Years Service](#)

Forms Required for Garda Vetting



Vetting Invitation Form - Form NVB1

The vetting invitation form (NVB1) is given to the applicant by the registered provider when the applicant is applying for a position. The NVB1 form will come from the registered organisation* who process vetting on behalf of the service. Forms from other registered organisations cannot be used.

A sample of the Form NVB1 Vetting Invitation. The form is titled 'Form NVB1 Vetting Invitation' and is divided into sections. The visible section is 'Section 1 Personal Information'. It contains fields for: Forename(s), Middle Name, Surname, Date Of Birth (with a note to enter in dd/mm/yyyy format), Email Address, Contact Number, Role Being Vetted For, Current Address (with sub-fields for Line 1 through Line 5), and Eircode/Postcode. The form uses a grid layout for data entry.

Identification Verification Form/Request Form

This Identification Verification must be completed by the registered provider. They will verify two pieces of identification, to verify that the applicant is who they claim to be. This is done by checking a **photo I.D.**, for example a passport and **proof of current address** such as a utility bill.

Acceptable documents for Photo ID

- ✓ Irish Driving Licence or learner permit (new credit card format with photo)
- ✓ Irish Medical Card (with photograph)
- ✓ Passport
- ✓ Irish Certificate of Naturalisation
- ✓ Garda National Immigration Bureau (GNIB) card
- ✓ National age card issued by An Garda Síochána
- ✓ Employment ID card issued by employer (name and photograph)
- ✓ Membership card from a Trade Union,
- ✓ Professional body or Educational Institution (with photo)

Acceptable documents for verification of address

- ✓ Driving Licence
- ✓ P60, P45 or Payslip with home address
- ✓ Bank/Building Society/Credit Union statement
- ✓ Utility bill e.g. gas, electricity, tv, broadband (must be within last 6 months). *Mobile phone bills are not acceptable.*
- ✓ Bank/Building Society credit card statement
- ✓ Letter from employer (within last two years) confirming name and address
- Correspondence from any of the following
 - ✓ An educational institution
 - ✓ An insurance company regarding an active policy
 - ✓ A bank/credit union or government body or state agency

If the registered provider is applying for vetting for themselves they should contact the registered organisation used (Barnardos or Early Childhood Ireland) for further advice on how to verify their ID.

*Registered Organisation is an organisation who are registered with the National Vetting Bureau to carry out Garda vetting.

Forms in Irish

Vetting Invitation Form - Form NVB1 (As Gaeilge)

Foirm NVB 1

Cuireadh chun Grinnfhiosraithe

Cuid 1 Eolas Pearsanta

Faoi Alt 26(b) de na hAchtanna um an mBúró Náisiúnta Grinnfhiosrúcháin (Leanaí agus Daoine Soghonta) 2012 chuig 2016, is cion é chun ráiteas bréagach a dhéanamh chun críche nochtadh grinnfhiosraithe a fháil.

Réambainn(neacha): _____

Meánainm: _____

Sloinne: _____

Dáta Breithe: | | / | | / | | | |

Seoladh Ríomhphoist: _____

Uimhir Theagmhála: _____

An Ról á Ghrinnfhiosrú: _____

Seoladh Reatha:

Line 1: _____

Line 2: _____

Line 3: _____

Line 4: _____

Line 5: _____

Éirchód/Postchód: _____

Under 18's Vetting Invitation (NVB1)

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: _____

Surname: _____

Date Of Birth: | | / | | / | | | | Please enter this date in dd/mm/yyyy format

Parent/Guardian Email Address: _____

Parent /Guardian Contact Number: _____

Role Being Vetted For: _____

Current Address:

Line 1: _____

Line 2: _____

Line 3: _____

Line 4: _____

Line 5: _____

Eircode/Postcode: _____

Under 18s-Vetting-Invitation-Form

This form is completed by the applicant, but they must supply their parent or guardian's email address and phone number, not their own.

AN GARDA SÍOCHÁNA  NATIONAL VETTING BUREAU

PARENT/GUARDIAN CONSENT FORM (NVB 3)

Applicant Details

Forename(s): _____

Surname: _____

Date Of Birth: | | / | | / | | | |

Parent/Guardian Details

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): _____

Surname: _____

Relationship to applicant: _____ Father: _____ Mother: _____ Guardian: _____

Address:

Line 1: _____

Line 2: _____

Line 3: _____

Line 4: _____

Line 5: _____

Eircode/Postcode: _____

Parent Guardian Consent Form

This form must be completed by the parent/guardian and sent along with the Identification Form and the Vetting Invitation. Please note the parent/guardian's email address and phone number must be stated on the Vetting Invitation and NOT the child's as the relevant organisation cannot contact the child directly.

How to apply for Garda Vetting – Completing the Vetting Application Forms



Anyone being vetted will receive a vetting application form (NVB1) from the registered provider in the service where they are seeking a position.

The applicant must complete the vetting invitation form (NVB1) and return it to the registered provider with proof of identity & address. The applicant must confirm their understanding and acceptance of the two statements on the form by signing it at Section 2 and ticking the box provided.

If aged 16-18 years, the applicant must also submit a signed “Parent / Guardian” consent form. Photocopies or scanned copies are not accepted. **see CSR-GDE14.6 Forms Required for Garda Vetting**

Once the form has been returned, it will be checked, and identification will be verified by the registered provider, who will send it to their registered organisation.

The applicant will receive a link to the email address provided and will be invited to provide further information as below

- ✓ Name(s) and any other Name(s) you are known as or have been known as
- ✓ Gender
- ✓ Date of Birth
- ✓ Place of Birth
- ✓ Mother’s Maiden Name
- ✓ Passport Number where applicable
- ✓ Job Role
- ✓ Current address and previous addresses (if any)
- ✓ Particulars of any criminal record
- The definition of criminal record includes a record of any prosecutions pending against a person, whether within or outside the State, for any criminal offence

The National Vetting Bureau will process the application and send a vetting disclosure to the registered organisation, who will send it on to the registered provider. The registered provider will review the application to ensure it meets the criteria outlined in their Recruitment Policy.

For assistance in completing the e-vetting application form visit vetting.garda.ie/Content/UserGuides/en/UserGuide.pdf

Developing a Garda Vetting process in an Early Years Service



Every early years service must include a clear process for managing Garda Vetting as part of their Recruitment Policy. The process must outline the actions to be followed when vetting each new staff member (employees, unpaid workers, and contractors) and include information on re-vetting and managing Garda vetting disclosures.

The Early Years Inspectorate have developed a guide - [Developing Policies, Procedures and Statements in Early Childhood Education and Care Services: A Practical Guide](#) which will help you develop your Garda Vetting Process.

The Garda Vetting process should include the following:

- ✓ **Who needs Garda Vetting and why** [See Garda Vetting legal requirements](#)
- ✓ **The Garda Vetting Process** [See Garda Vetting Process](#)
- ✓ **The Nominated Garda Vetting Contact Person**

Each registered provider should nominate a Garda Vetting Contact Person, this can be the registered provider/manager/administrator, etc. It is their role to manage all Garda vetting applications submitted by the service.

- ✓ **Appointment of a Decision Maker/ Decision Making Committee**

A decision maker/ decision making committee can be a senior member of staff or members of the interview panel. The decision maker/decision making committee will assess the suitability of applicants for positions within the service regarding any negative Garda vetting disclosures that may be received.

- ✓ **Overseas Police clearance requirements** [See Police Vetting](#)

- ✓ **Dealing with a negative disclosure**
If there is a negative disclosure returned by the National Vetting Bureau, the decision maker/decision making committee will assess the negative disclosure in relation to the applicant's intended role within the service. The below points will be considered:

- The seriousness or nature of any offence and its relevance to being an employee or volunteer
- The length of time since the offence occurred
- The number and frequency of any convictions
- The self-disclosure of the conviction/prosecution or pending conviction or prosecution
- Whether the offence was a one-off or part of a history of offending
- Whether the applicant's circumstances have changed since the offence took place
- The references received
- Any other relevant information
- Some points the decision makers may also take into account include:
 - Does the role involve one-to-one contact with children in an unsupervised position?
 - Will the nature of the role provide the applicant with any opportunity to re-offend?

Where a negative disclosure is returned relating to the registered provider then the relevant policy/procedure of the registered organisation used (Barnardos or Early Childhood Ireland) will be followed.



Assessing Disclosure

The decision maker/makers will assess the information provided by the disclosure process, and will make a recommendation on whether or not the applicant should be appointed. If a negative disclosure has been received, the decision maker may request in writing that the applicant furnish further information on these disclosures or attend a meeting to discuss these disclosures and the circumstances surrounding them.

The function of this meeting is to gain more information from the applicant for the decision maker to assess the disclosures. Where such a meeting or written statement is not provided, the decision maker will assess the application on the information available to them. The decision maker will have three options open to them:

- **Appointment Approved:** If after reviewing all the available information the decision maker is confident that the applicant can work within the service, then the remainder of the recruitment process should be followed in the usual way and the appointment confirmed.
- **Restricted Appointment:** After reviewing all the available information, the decision maker may feel that the applicant is suitable to work with the service but should avoid any areas where there may be an opportunity to re-offend. For example, a person with a recent conviction involving drink driving could be issued with a restricted appointment excluding them from driving children on trips or school collections. If an application for the applicant position is accepted subject to any restrictions, the acceptance and terms of the restrictions should be confirmed in writing to the employee.
- **Appointment Denied:** If after reviewing all the available information, the decision maker/makers may feel that the application should be denied, the applicant should be informed of this in writing. Throughout the procedure it is important that the applicant is kept informed, and that the information provided is kept confidential to those directly involved in the process. The applicant will then be notified in writing on the final decision made by the decision maker.
- **Commitment to Fairness:** All decision makers must in all cases behave without malice, and in every event must act fairly. They are entitled to reach a decision on the basis of the information before them but may ask the prospective employee for additional information.

Police Vetting



The [Child Care Act 1991 \(Early Years Services\) Regulations 2016](#) states that vetting must be completed before a person is appointed, assigned or allowed access to or contact with children attending the service.

This includes a section on **Police vetting** which is required for anyone who has lived outside Ireland for more than 6 consecutive months.

Police Vetting is undertaken by the individual and given to the registered provider. You should obtain a copy of the applicant's Police vetting before they start work and this should be outlined in your Recruitment Policy.

When you are recruiting someone, it will be clear if they have resided outside of Ireland for a period over 6 months from their CV. You should ask them if they have Police vetting for each country they lived in outside of Ireland for longer than 6 consecutive months since the age of 18. Police vetting states that the individual it relates to has no convictions recorded against them while residing there. Any costs incurred in this process will be borne by the applicant.

There are arrangements for obtaining Police vetting, which differ from country to country. For example, the applicant may need to be a citizen of the country or resident in the country at the time of making the request for police clearance.

Useful websites: [United Kingdom](#)  [Australia](#)  [New Zealand](#)  [USA](#) 

It is important that you check for the most up-to-date information. For countries not listed above, it may be helpful to contact the relevant embassies, who could provide information on seeking Police Clearance. Information about embassies can be found on the Department of Foreign Affairs website dfa.ie.

Translation of Police Vetting

Police vetting documents provided in a language other than English or Irish must be translated through a translation service and the evidence of the source of translation be made available to the Early Years Inspectorate.

Steps when police vetting is not available

Every reasonable effort must be made to obtain Police vetting. This is evidenced by a paper trail of its denial or refusal or un-attainability. The registered provider must:

-  be able to provide evidence that the staff member had difficulty obtaining police clearance, by documenting the process of trying to obtain it
-  undertake a risk assessment regarding employing the person without police vetting, in line with their Recruitment Policy.
-  thoroughly check and validate references in line with their Recruitment policy and retain evidence of this

Garda Vetting - Frequently Asked Questions



1 How do I apply for a GNVB Affiliate Registration Number?

Every service wishing to apply for Garda Vetting for their staff must contact the Garda National Vetting Bureau “GNVB” in the first instance, to establish if they are undertaking relevant work/activity and once that is confirmed they will receive this unique number. [See How to apply for a Garda National Vetting Bureau Affiliate Registration Number](#)

2 Who needs to be Garda Vetted?

Garda Vetting is a legal requirement for those undertaking “relevant work/activity”, as defined in the [National Vetting Bureau \(Children & Vulnerable Persons\) Acts 2012-2016](#). [See Garda Vetting Legal Requirements](#)

“Relevant work/ activity” consists of any work or activity which is carried out by a person, where a necessary and/or regular part of which consists of the person having access to, or contact with, children or vulnerable persons.

3 Do parents going on outings with a pre-school need to be vetted?

Parents who go on outings with the pre-school service do not require Garda vetting as they should only have access to their own children.

4 Do I need to have my Board Members Garda vetted?

The Garda National Vetting Bureau are unable to provide vetting declaration statements to persons who are members of board of management. This position is based on the limitations of Schedule 1 of the [National Vetting Bureau \(Children & Vulnerable Persons\) Acts 2012-2016](#) which states that only those who are engaged in relevant work in the course of their duties are eligible to be vetted. However, vetting will be granted for any individual irrespective of their role or job title whose duties involve regular and/or necessary contact with or access to children.

It is important that services can demonstrate and evidence that they have followed the steps above. If they are able to do this Tusla Early Years Inspectorate will take this into consideration on inspection and ensure the inspection report reflects that appropriate steps have been taken by the service.

Chair persons of boards or any other member of the board acting on their behalf should regularly visit the service whilst it is in operation to ensure that it is adhering to the requirements of the regulations. The chair person or a member of the board acting on their behalf will be considered as engaging in relevant work and will be eligible to be vetted.

5 Do transition year students doing work experience in a service need to be Garda vetted?

No, transition year students under 18 do not need to be Garda vetted however, should a service need to apply for Garda vetting for a transition student please follow the steps in [How to apply for a Garda National Vetting Bureau Affiliate Registration Number](#)

6 What is a Registered Organisation?

A Registered Organisation is an organisation who are registered with the National Vetting Bureau to carry out Garda vetting.

7 Do international students working in the service need to be Garda vetted?

Yes, if you have international students (aged over 16 years) coming to your service in Ireland, they will need to be vetted by the Irish National Vetting Bureau, using the usual procedure. You will need to allow time to have their vetting organised before they can come into your service as this process will take at least 4 weeks to complete.

Should the international student be over 18 years they will also need a copy of their Police vetting for addresses outside of the Irish jurisdiction that they have lived at for longer than six months before they start their placement in your service. [See Police Vetting](#)

8 How do I apply for Garda Vetting?

This is done through a registered organisation, either Barnardos or Early Childhood Ireland. [See How to apply for Garda Vetting – Completing the Vetting Application Forms](#)

9 What forms do I need to Garda vet someone?

You will require an NVB1 form and copies of identification verification. [See How to apply for Garda Vetting – Completing the Vetting Application Forms](#)

10 What identification should an employer ask for when filling out the Identification Verification/Request Form?

This Identification Verification must be completed by the registered provider of the service. The registered provider will verify two pieces of identification, verifying that the applicant is the person they claim to be. This must be verified by checking a photo I.D., for example a passport and proof of current address such as a utility bill. [See How to apply for Garda Vetting – Completing the Vetting Application Forms](#)

11 I am sole provider; how can I verify my identification for Garda Vetting?

If the registered provider is applying for vetting for themselves they should contact the the registered organisation used (Barnardos or Early Childhood Ireland) for further advice on how to verify their ID. [See How to apply for Garda Vetting – Completing the Vetting Application Forms](#)

12 How long is Garda Vetting valid for?

Currently, there is no legislative requirement for someone who is vetted once to be re-vetted, unless they move job. The Early Years Inspectorate's [Quality and Regulatory Framework \(QRF\)](#) recommends that it is good practice for everyone working in an Early Years Service be re-vetted every 36 months. The Early Years Inspectorate has made it a requirement that services going through the renewal of registration process must evidence that relevant staff members have vetting dated within the last 36 months [See Re-Vetting](#).

13 What is Relevant Work Activity?

Relevant work is defined in Schedule 1, Part 1 and 2 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 activities that consists of any work or activity carried out by a person in which a necessary and/or regular part consists of the person having access to, or contact with, children or vulnerable persons. [See Garda Vetting Compliance - Relevant Work](#)

14 Do I need to have a Garda Vetting Policy in my service?

Yes, you should have a process on Garda vetting as part of your recruitment policy. [See Developing a Garda Vetting Process in an Early Years Service](#)

15 Do people coming in to give talks need to be vetted (i.e. the postman/ local doctor)?

Garda vetting is not required for such visitors who are sharing their skills/expertise with the children in the service. These visitors are always under the supervision of the staff and should not have unsupervised access to the children.

16 Can someone refuse to apply for Garda Vetting?

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. The Act creates offences and penalties for persons who fail to comply with its provisions. Therefore nobody should commence work in your service without Garda Vetting. Offer of a role should be withdrawn where they refuse to be vetted.

17 What if a potential staff member says they already have Garda Vetting?

Garda vetting is only given for a specific role within a specific service therefore when a person is changing from one service to another then the new employer must ensure that they vet the applicant.

18 What if a potential staff member has lived overseas?

Garda vetting is always required even when a member of staff has newly arrived in Ireland.

Police vetting is required in so far as is practicable, where a person has lived in a state other than the State for a period of longer than 6 consecutive months. As with Garda Vetting this applies to employees, unpaid workers, and contractors.

Police vetting is undertaken by the individual and given to the registered provider. [See Police Vetting](#).

19 Is Garda Vetting free?

Garda Vetting itself is free however your Registered Organisation may charge a fee, please contact your registered organisation you use in relation to this. There is no fee when using Barnardos as the registered organisation

20 Will the information on the form be kept confidential?

Yes, the information will be and will fall under data protection and GDPR guidelines.

21 What is a disclosure?

A disclosure is a completed Garda vetting application. Some people are alarmed when they hear the word 'disclosure', but it is simply the terminology used by the National Vetting Bureau, it does not necessarily mean that there is anything to disclose.

22 What happens if an offence is disclosed?

The decision maker/makers will assess the information provided by the disclosure process and will make a recommendation on whether:

- the applicant should be appointed
- the applicants should be appointed but such appointment will be restricted
- the appointment should be denied.

This should be fully detailed in the recruitment policy of the service. [See Developing a Garda Vetting Process in an Early Years Service](#)

For information on the procedure if an offence is disclosed relating to the registered provider please contact the registered organisation used (Barnardos or Early Childhood Ireland)

23 What if an applicant disputes the disclosure, what should I do?

The applicant should outline in writing to the registered provider the exact basis of their dispute. The Liaison Person should submit the applicant's report to the National Vetting Bureau. Further checks will be carried out by the National Vetting Bureau who will correspond with the registered provider in due course.

Read more here: [National Vetting Bureau \(garda.ie\)](http://garda.ie)

Reference Letter example



20 September 2023
(date reference was written)

ABCD Childcare
1 The Hill
Dublin
(name and address of employer)
LOGO OF SERVICE HERE

To whom it may concern,

I thoroughly recommend (name of candidate) as a candidate for the position of room leader with your service. (Name of person) commenced their employment in ABCD Childcare on 25 August 2014 and finished their employment with us on 26 June 2021. In their nearly seven years of employment in ABCD Childcare (name of person) worked as a room assistant and as a room leader in our ECCE room.

During that period, (name of person) displayed excellent communication skills with parents and colleagues. (Name of person) was always attentive to the needs and circumstances of all children within their care.

(Name of person) is a hard worker and was always punctual when attending for work. They showed initiative by developing our use of learning journals within the pre-school room and was always eager to learn more.

(Name of person) would be a tremendous asset to your early years and school aged service and comes with my highest recommendation. If you have any further questions, please contact me on 111-111-111.

Yours Sincerely,

Jane Doe

Jane Doe
Registered Provider ABCD Childcare