

# Garda Vetting Process Outline For Champions

Step 1. Read and adopt the Child Protection Policy [here ----->](#) and send to [gardavetting@coderdojo.org](mailto:gardavetting@coderdojo.org)

Step 2. Share the GV Process with anyone wanting to volunteer at your Dojo. The GV process will be emailed to you upon verification of your Dojo.

*\*Do not allow an unvetted mentor/volunteer to operate in your Dojo without proof of vetting.*

## How Does A Volunteer Apply?

1. **A CoderDojo Volunteer/Mentor** manually completes and forwards to the CoderDojo Foundation a Vetting Invitation Form and provides proof of identity, cc'ing in the Champion for records.
2. The CoderDojo Foundation sends the CoderDojo Volunteer/Mentor an email with a link attached inviting him/her to complete Vetting Application Form online:
  - a. This online form is accessible via a link provided in the email. The link will expire within 30 days so it is essential that the form is accessed and completed as soon as possible.
3. The CoderDojo Volunteer completes the form online via the link in the email and submits it to the CoderDojo Foundation for processing.
4. The CoderDojo Foundation reviews the vetting application online and submits it to the National Vetting Bureau.
5. The National Vetting Bureau processes the application and forwards a Vetting Disclosure to The CoderDojo Foundation.
6. The CoderDojo Foundation views the Vetting Disclosure (see definition in Appendix 1) and an email is sent to the CoderDojo Volunteer informing them that their disclosure has been viewed by the CoderDojo Foundation and a copy will be made available upon request.
7. As soon as reasonably possible the CoderDojo Foundation Garda Vetting Liaison Person will contact the Champion to notify them of their volunteers passing of the eVetting process. Delays can be expected around peak times such as August, September (when Dojo's normally resume in Ireland).

## User Guide To eVetting

The National Vetting Bureau has prepared a useful User Guide to assist vetting applicants in completing the e-Vetting Application Form using the e-Vetting system. The Guide is available via the following link: <https://vetting.garda.ie/Content/UserGuides/en/UserGuide.pdf>.

## What Do The CoderDojo Foundation Do?

Nowadays every applicant to evetting receives confirmation that their application has both been received and completed automatically via email from the National Vetting Bureau. In the past volunteers only heard from the CoderDojo Foundation if their vetting application was unsuccessful.

Once a disclosure is received and viewed by the CoderDojo Foundation, the CoderDojo Foundation makes a decision on whether the volunteer is appropriate to work with children in CoderDojo.

### If the Decision is Positive

The volunteer and champion are notified. The volunteer is made aware that a copy of their vetting disclosure will be made available to them upon request.

### If the Decision is Negative

If the CoderDojo Foundation review a volunteers eVetting disclosure and deem them not appropriate to work with children the CoderDojo Foundation shall notify the Champion and the review process outlined in appendix 2 will be followed.

## Appendix

### Appendix 1. Appealing a decision

In some instances, disclosure of convictions and/or other information will be provided to the CoderDojo Designated Vetting Officer by the Gardai. In many cases these disclosures may not prevent an individual from working with children.

1. Applicants will be given an opportunity to comment on any disclosures before any decision is made by the Designated Vetting Officer to ensure fairness and transparency at all times. In some cases it may be necessary to meet the applicant before a decision is made.
- 2.. Applicants will then be advised of the decision which has been made in respect of any vetting disclosures. If the decision is negative, a letter informing them of this decision will be sent to them. If an applicant is currently engaged in volunteering in their Dojo, and if a vetting application is not accepted, they may also be issued with an immediate Stand Down Order. The CoderDojo Foundation shall advise all relevant CoderDojo bodies who are known to be associated with the applicant of the outcome of any negative vetting application.
3. Unsuccessful applicants will be afforded an opportunity for a negative decision made against them to be reviewed by the CoderDojo Foundation. All results will be sent to the Champion.
4. If there is a case of a negative outcome in the Garda Vetting of the Champion/Contact Person and the candidate has had to stand down, the Champion/Garda Vetting Contact Person position must be reviewed within the Dojo and the Dojo can re-start this process when a New Champion/Garda Vetting Contact Person is appointed.

### Applicants can also appeal their specified information with the Gardai

For more information on appeals around specified information on the Garda Vetting Website [---->](#)

### Appendix 2. Disclosures

When a person is vetted by the National Vetting Bureau, their criminal record (**if any**) is disclosed to the authorised liaison person in the registered organisation. A vetting disclosure will include details of all

convictions and pending prosecutions and a statement of specified information\* (**if any**) or a statement that there is no criminal record or specified information relating to the person being vetted. \*[Specified information](#) (also known as “soft” information) is information other than criminal convictions where such information leads to a bona-fide belief that a person poses a threat to children or vulnerable people.

**Minor offences:** Under Section 14A of the Acts [convictions for certain minor offences](#) in the District Court that are over 7 years old are not included in the disclosure. However this provision does not apply to offences that are specified in [Schedule 3](#) of the Acts and in [Schedule 1](#) of the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016.

When a Garda Vetting Application is processed at the National Vetting Bureau, the resultant National Vetting Bureau Disclosure is returned from the National Vetting Bureau directly to the Liaison Person who submitted it and to no other person.

### **Disclosure Of Criminal History**

The Process For Applicants Who Have A Criminal Record Outlined On Their Disclosure

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What do the National Vetting Bureau Do?

1. Under Section 15 of the Act, if specified information is to be disclosed to a relevant organisation the Chief Bureau Officer must, in advance, **notify the vetting subject of the intention to disclose the information.**
2. The vetting subject will be **notified directly by the Chief Bureau Officer** that he/she is considering disclosure of the information and the Chief Bureau Officer will provide a summary in writing of the specified information and inform the vetting subject that he or she may make a written submission in relation to the specified information.
3. On receiving this notification the vetting subject may make a submission in writing to the Chief Bureau Officer concerning the information, not later than 14 days, from the date of notification, or a longer period if the Chief Bureau Officer specifies.
4. When the Chief Bureau Officer is making a determination as to whether the specified information should be disclosed, he or she must reasonably believe that the information is of such a nature as to give rise to a bona fide concern that the vetting subject may harm, attempt to harm or put at risk of harm, a child or vulnerable person and must be satisfied that the disclosure of this information is necessary, proportionate and reasonable in the circumstances for the protection of children or vulnerable persons.