

## **Garda Vetting Policy**

Scouting Ireland is committed to taking all reasonable steps to ensure that only suitable people work in the Association.

It is our policy to utilise the statutory vetting services in the Republic of Ireland and in Northern Ireland to vet all Adult Members, Associate Members, and staff.

### **Use of Disclosure Information:**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **Handling of Disclosure Information:**

Disclosure information is passed to those who are authorised to receive it in the course of their duties only.

### **Retrospective Garda Vetting:**

All members holding appointments prior to the commencement of Garda Vetting must be retrospectively Garda Vetted. This shall be coordinated by the Support Officer: Child Protection.

### **Non-Member Adults:**

#### Adult Helpers

Any adult who helps out on activities once a month or more or for 3 or more days in a 30 day period, or, who attends one or more overnight activities, will be required to be vetted.

#### Specialist Instructors

On occasions that outside specialist instructors may be utilised for specific activities, every effort should be made to engage only those who have been vetted by their employer or accrediting body. Following this, such instructors should be utilised in accordance with the Associations Involvement of Non-Member Adult policy (SID 35/05).

### **Decisions on Vetting Results:**

Vetting results are returned to the Support Officer: Child Protection in writing from the relevant body.

Convictions, prosecutions, disqualifications and other information that will result in the refusal of membership:

- Offences against children
- Grievous Bodily Harm to any individual.
- Disqualifications under any Disqualification List in relation to working with children.
- Serious Fraud / Embezzlement.
- Possession of Drugs with intent to Supply.
- Harassment.

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- Any non-prosecution information disclosed to Scouting Ireland by the PSNI, Independent Safeguarding Authority, Garda Síochána, HSE, or Social Services Trust that would indicate that the individual may pose a risk to children or to other adults.

Matters taken into account when considering other offences/prosecutions;

- The seriousness of offence
- The date of the offence
- The age of the individual at the time of committing the offence
- Any pattern of offending / reoffending
- Any relevant matters as disclosed by the PSNI or Gardaí
- Disclosure / non-disclosure of the offence by the applicant
- Any mitigating factors put forward by the applicant
- The principle of Natural Justice
- The right of the applicant to appeal the veracity of the vet result

Matters which would cause grave concern;

- Non-disclosure, concealment, or misrepresentation of facts with respect to criminal history in application.

### **Decisions on Adverse Results:**

1. Decisions on adverse vetting results will be taken by the Child Protection Management [CPMT] in the first instance.
2. Applicants have the right to appeal the decision of the CPMT to decline membership. Any such appeal should be made in writing to the National Officers within 14 days. The decision of the National Officers is final.
3. A decision to decline membership will be communicated to the applicant in writing. The relevant Group Leader and/or County Commissioner will be notified of the decision.
4. Applicants may be requested to disclose the result of the vet to their Group Leader / County Commissioner, as appropriate.
5. In certain instances, applicants may be offered membership with restrictions

### **Right of Appeal:**

Applicants have the right to appeal the veracity of a vet result and request that it be re-checked. The number of rechecks carried out for an individual applicant will be subject to the number allowed by the rules of the relevant vetting service.

### **Re-vetting:**

Re-vetting may be carried out every 3 years or at any time as deemed appropriate by the Association.

### **Retention of Vet Results and Data Protection:**

[Access NI Disclosures](#)

## **Garda Vetting Policy**

Access NI disclosures will be retained in accordance with the guidelines set down in Access Northern Ireland's 'Code of Practice' document. Results will be retained only until a recruitment decision is made.

Scouting Ireland will keep a record of the dates of issue of a Disclosure, the name of the subject, the Access NI unique reference number of the Disclosure Certificate, and the details of the recruitment decision taken.

### **Garda Vetting Disclosures**

Garda vetting records will be retained on a permanent basis.

### **Access to and Storage of Disclosure Information:**

Access to Disclosure information is strictly controlled and limited to those who are entitled to see it as part of their duties. Disclosure information is kept securely, in lockable, non-portable, storage containers and access to these containers is strictly limited to those who are entitled to access it as part of their duties.