Garda Vetting
Bishop's House
John's Hill
Waterford

(051) 874463
vetting@waterfordlismore.ie

Guidelines for completing E- Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

Miscellaneous

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The Form should be completed in ball point pen.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address and phone number on the NVB 1 form.

The Garda Vetting Administrator can only communicate with nominated persons from each parish/school.

Personal Details

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

Role Being Vetted For

The role being applied for must be clearly stated. Generic terms such as "Volunteer" will not suffice. Please see table below for appropriate terms.

SCHOOLS	Bus escort Bus driver	Classroom Assistant	Sports coach Activities coach	SNA
	Cleaner	Caretaker	Maintenance	
PARISH	Priest	Children's liturgy leader	Children's choir leader	Altar server coordinator

Declaration of Applicant

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.

Please read the Interim Diocesan Garda Vetting Policy on our website (https://www.waterfordlismore.ie/safeguarding-children/) before completing this form.

Garda Vetting Guidelines : Relevant work

It is a criminal offence to allow anyone to engage in ministry with children or vulnerable persons, without being vetted.

The law states that vetting is required for 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 (and/or vulnerable persons).

• Any work or activity as a minister or priest or any other person engaged in the advancement of religious beliefs, to children (and vulnerable persons) unless such work or activity is merely incidental to the advancement of religious beliefs to persons who are not children (or vulnerable persons).

Therefore, anyone who is 18 or over and involved in ministry, employed/contracted or volunteering who has any contact with children and/or vulnerable persons, which is more than incidental must be vetted. Those who are aged 16 years and under 18 years may be vetted, but this can only be carried out with the written consent of their parent/guardian and the young person themselves.

For other Church personnel whose contact with children and/or vulnerable persons is incidental, vetting is not required.

Persons who typically need to be vetted.

- Priests/Deacons.
- Religious, seminarians and novices.
- Parish Safeguarding Representatives.
- Sacristans
- Leaders of Church activities/groups that involve children: e.g. youth choir leaders, prayer groups, etc. Where a choir is a mix of adults and children, those responsible for the children should be vetted.
- Anybody working with children in youth programmes: e.g. John Paul II awards etc.
- Those who train children: e.g. trainers of altar servers, etc.
- Extraordinary Ministers who bring the Eucharist to homes, hospitals, care centres.
- Church Staff/volunteers who lead prayer groups/minister to children or vulnerable adults outside of the church eg. School retreats, Lourdes Pilgrimage etc.
- Any other person acting on behalf of the Church who is responsible for the care and supervision of children or vulnerable adults.

Examples of Roles that typically <u>WILL NOT</u> require vetting:

- Parish secretaries, Collectors, Car park attendants.
- Those present in the Sacristy who do not have an official role with children or vulnerable adults. (Note: However, these adults should never be left unsupervised with children or vulnerable adults);
- Readers of the Word.
- Extraordinary Ministers of Holy Communion who only distribute the Eucharist within the main body of the church during public Mass or other liturgical celebrations;
- Other roles whose contact with children or vulnerable adults is merely incidental while they are carrying out their ministry, work, activities with those who are not children or vulnerable adults.

For more information, please see our Interim Diocesan Garda Vetting Policy on our website https://www.waterfordlismore.ie/safeguarding-children/ ***or contact the Waterford and Lismore Diocesan Safeguarding Office 051-874199 or the Diocesan Garda Vetting Administrator on 051-874463***

***Applicants must be re-vetted every three years.**

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Your Ref:

Form NVB 1

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: D D / M M / Y Y Y Y

Email Address:

Contact Number:

Role Being Vetted For:

Does your role involve the care or supervision of children/vulnerable adults? ☐ **Yes** ☐ **No**

If yes, please explain role _____

Current Address:

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode:

Name Of Affiliate Organisation (Parish/School):

Section 2 – Additional Information

I have provided documentation to validate my identity as required *and* I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. ***Please tick box*** ☐

Applicant's Signature:

Date: D D / M M / Y Y Y Y

Section 3 – For Completion by Nominated Person in Parish / School

NB. Parish Priests, School Principals and Board of Management Chairpersons can complete this section or nominate 1-2 persons in writing to act on their behalf.

Name of Nominated Person (Principal / Chairperson / Parish Priest):

_____

Full Address:_____

_____

Tel No:_____ **Designated Vetting Email Address *:**_____

*Please note that each parish/school should have a dedicated email address for the purpose of Garda Vetting. Only Nominated Persons should have access to this email address. The email address should include the word vetting eg. tramoreparishvetting@gmail.com.

The applicant has **provided documentation** to **validate their identity** in accordance with the National Vetting Bureau (Children and Vulnerable Persons) 2012 to 2016.

Examples of acceptable forms of identification (**BOTH REQUIRED**):

a) Photo ID - i.e. Passport or Driving License.
b) Verification of Current Address - i.e. recent utility bill, bank statement dated in the past six months.

PLEASE TICK BOX: ☐

PLEASE STATE BOTH DOCUMENTS PROVIDED: _____

Signature:_____**Print Name:** _____

- Disclosures for parishes will be viewed at diocesan level and will not be shared with parishes.
- The diocese will inform the parishes whether or not the applicant is suitable for the role based on the disclosure.
- Remember that Garda Vetting is only one aspect of safeguarding.
- This form will be held in accordance with data protection regulations. The data entered will be used only for the purpose indicated on the form. It will be accessed only by those authorised to do so. The Affiliate Organisation should inform the Garda Vetting Administrator when the applicant is no longer engaged in relevant work.