



POLICY:	Garda Vetting
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ADOPTED:	Approved UR 2019#01
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REVIEW:	March 2024
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Mary Immaculate College
Garda Vetting
Policy & Procedures

12 February 2019

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1. Introduction

- 1.1. Mary Immaculate College is a relevant organisation under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 – 2016.
- 1.2. The College therefore is registered with the National Vetting Bureau which provides a vetting service to the College.
- 1.3. Vetting is undertaken with an individual's consent to the release by the National Vetting Bureau to the College of any criminal record and specified information where such information leads to a bona-fide belief that a person poses a threat to children or vulnerable people. This policy and procedure sets out how the College's vetting service operates and is a part of a comprehensive suite of Safeguarding policies.
- 1.4. This Policy and Procedure may be amended as required by law and changes of a non-substantial, procedural nature, may be made on occasion by the College authorities.

2. Roles and Responsibilities

2.1. Senior Officer with overall responsibility for safeguarding. This includes responsibility to ensure that necessary policies and procedures are in place in respect of all aspects of safeguarding including vetting.

Name: Professor Gary O'Brien

Title: Vice-President Governance and Strategy

Telephone: 061-204332

Email: gary.obrien@mic.ul.ie

Senior Officer with overall responsibility for operation of the vetting service and Chair of the vetting committee

Name: Dr Patrick Connolly

Title: Assistant Registrar

Telephone: 061-204575

Email: Patrick.connolly@mic.ul.ie

Person Authorised to enter into Joint Vetting Agreements

Name: Professor Gary O'Brien

Title: Vice-President Governance and Strategy

Telephone: 061-204332

Email: gary.obrien@mic.ul.ie

Person Authorised to enter into Affiliate Agreements

Name: Professor Gary O'Brien

Title: Vice-President Governance and Strategy

Telephone: 061-204332

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Vetting Liaison Person

Name: Ms Anne Murray Browne

Title: Garda Vetting Officer

Telephone: 061-204962

Email: Anne.MurrayBrowne@mic.ul.ie

3. Liaison Person

- 3.1. The College shall appoint one or more Liaison Persons to liaise with the NVB and shall ensure that any Liaison Person completes training with the NVB before engaging with the authorising process. The Liaison Person shall screen all applications submitted to the College and submit complete and authorised applications to the NVB.
- 3.2. On registration the Liaison Person will be issued with a registered number for utilisation in relation to all Garda Vetting Applications and disclosures. The Liaison Persons registration number must be kept confidential and must only be used by the Liaison Person to whom it has been assigned.
- 3.3. The College has appointed Ms Anne Murray Browne as the College's Vetting Liaison Person. Anne.MurrayBrowne@mic.ul.ie.
- 3.4. **Clerk Users**
The College shall appoint Clerk Users to assist with the data entry process. Each Clerk User will have limited access to the NVB portal and will be assigned a unique user number and password by the NVB.

4. Summary Overview

4.1. The following is a brief overview of Mary Immaculate College's operating procedures for Garda Vetting.

- The National Vetting Bureau Application Form, NVB1 Form, is supplied to an individual Vetting Subject by the College.
- The National Vetting Bureau Application Form, NVB1 Form (Section 1 & 2), must be fully completed by the Vetting Subject in respect of their biographical and address details.
- Garda Vetting will be conducted in respect of individuals over the age of 18 years, predicated on the written consent of the said individual in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. Garda Vetting will be conducted in respect of individuals between the ages of 16 years and 18 years, predicated on the written authorisation of the said individual and of a parent or guardian of the said individual. Garda Vetting will not be conducted in respect of individuals under the age of 16 years.
- When the Vetting Subject completes a National Vetting Bureau Application Form, NVB1 Form, he/she should submit it to the College. The data contained in the NVB1 Form will be uploaded to the NVB portal. It is the responsibility of the Liaison Person in the College to ensure that the details provided in the application form in respect of the Vetting Subject are validated before the form is processed by the College to the National Vetting Bureau.
- The Liaison Person in the College uploads data from the National Vetting Bureau Application Form, NVB1 Form, to the National Vetting Bureau portal for processing. Application forms received at the National Vetting Bureau via any other route or from any other person will not be processed.
- When a Garda Vetting Application is processed at the National Vetting Bureau, the resultant National Vetting Bureau Disclosure is made available for downloading on the NVB portal for a period of 30 days.
- On receipt of a National Vetting Bureau disclosure from the National Vetting Bureau, it is the responsibility of the Liaison Person to ensure that the data contained therein is managed within the decision making process established in the College.

4.2. In accordance with Section 16 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, the College shall, as soon as practicable, make available a copy of the vetting disclosure to the person concerned.

4.3. There is a dispute mechanism in place where a Vetting Subject or the College disputes data contained in the National Vetting Bureau disclosure. In these circumstances the vetting subject shall outline the exact basis of their dispute in writing to the Liaison Person. The Liaison Person will submit the report received from the Vetting Subject, together with the original National Vetting Bureau Application form, NVB1 Form, to the National Vetting Bureau

- 4.4. In the event an applicant has changed the name that is on the applicant's birth certificate, questions will arise in completing the online NVB2 Form. It is advisable that the applicant reads the "eVetting Invitation Help Content User Guide" which is available on the National Vetting Bureau website prior to accessing the online invitation.
- 4.5. Re-vetting will be undertaken in accordance with legislation.

5. Foreign Police Certification

5.1. Mary Immaculate College cannot obtain foreign police certification. The individual, when requested, must obtain this and provide it to the College. (For further information see Section 14 Foreign Police Certification)

6. Legal Framework

This information is provided for guidance purposes only and is not a legal interpretation of the legislation

The National Vetting Bureau (Children and Vulnerable Persons) Act as amended by the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016, came into effect in April 2016.

The National Vetting Bureau provides a vetting disclosure to relevant organisations that apply for vetting in respect of individuals. A vetting disclosure is a statement issued by the Bureau which sets out the particulars of the criminal record (if any) relating to that person and/or and a statement of the specified information (if any) relating to that person.

A criminal record includes a record of the persons convictions for any criminal offences or a record of any prosecutions pending against that person for any criminal offence but does not contain details of certain minor convictions as set out in section 14 A of the vetting legislation.

Specified information in relation to a person who is the subject of an application for a vetting disclosure means information other than criminal convictions held by An Garda Síochána that leads to a bone – fide belief that a person poses a threat to children and/or vulnerable persons

It is a criminal offence for a relevant organisation, as defined, to employ, contract or permit a person in relevant work, as defined, with a child or vulnerable person without first obtaining a vetting disclosure from the bureau in respect of that person.

Following commencement of the vetting legislation a period of time was provided to ensure the retrospective vetting of persons employed in relevant work prior to the commencement of the legislation. This period ended on the 31/12/17.

Section 20 of the vetting act which concerns the periodic re-vetting of employees and others involved in working with children and/or vulnerable persons who have already been vetted has not yet been commenced.

The National Vetting Bureau currently undertakes vetting on addresses in Ireland and Northern Ireland only. (See section on foreign police certification)

Garda Vetting is one component part of a recruitment and selection process. The provision of false, inaccurate or misleading information will render the person liable to being disqualified from the selection process or if appointed liable to dismissal.

Under Section 26 of the Sex Offenders Act 2001 it is an offence for a convicted sex offender to apply for a position, to enter into a contract of employment or to continue to work or study in an area either knowing, or if they ought reasonably to have known, that a necessary and regular part of that work/placement involves unsupervised access to, or contact with children, without informing their employer of their conviction. All prospective applicants for appointment or registered students must inform MIC of any such conviction at the earliest possible opportunity.

6.1 Relevant Organisation

6.1.1. Mary Immaculate College is a relevant organisation (Appendix 1) and therefore, unless the College receives a vetting disclosure it shall not:

- employ (whether under contract of employment or otherwise) any person to undertake relevant work or activities
- enter into a contract for services with any person for the provision by that person of services which constitute relevant work or activities
- permit any person to undertake relevant work or activities on behalf of the organisation (whether or not for commercial or any other consideration)
- place or make arrangements for the placement of a person as part of education, training or scheme, if a necessary and regular part of such placement requires the participation by the person in relevant work or activities.

6.1.2. The College will ensure compliance with the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 in relation to personnel who undertake relevant work or activities with children or vulnerable persons. (For definition of Relevant Work see Appendix 2.)

6.2 Definitions

6.2.1 For the purposes of vetting, a **Child** means a person under the age of 18 years

6.2.2 For the purposes of vetting, a **Vulnerable Person** means a person, other than a child, who—

- (a) is suffering from a disorder of the mind, whether as a result of mental illness or dementia,
- (b) has an intellectual disability,
- (c) is suffering from a physical impairment, whether as a result of injury, illness or age, or
- (d) has a physical disability,

which is of such a nature or degree—

- (i) as to restrict the capacity of the person to guard himself or herself against harm by another person, or

(ii) that results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing.

6.3 Scheduled organisations

6.3.1 Certain scheduled organisations as a result of investigations, enquires or regulatory processes may have certain bona-fide concerns regarding a person who is the subject of such processes, and will have an obligation to notify the Garda Vetting Bureau of such concerns.

6.3.2 TUSLA, the Child and Family Agency in the course of exercising its powers under the Child Care Act 1991, may also have Bona-fide concerns regarding a person and shall notify the National Vetting Bureau of such concerns.

6.4 Assessment and Management of Information Disclosed

6.4.1 Where a vetting disclosure made to a relevant organisation contains criminal records information or specified information in respect of a person who is the subject of the application for vetting disclosure, the relevant organisation shall, as soon as practicable, make available a copy of the vetting disclosure to the person concerned.

6.4.2 A relevant organisation to whom a vetting disclosure is made in accordance with the Act may

(a) consider and take into account the information disclosed in the vetting disclosure when assessing the suitability of the person who is the subject of the disclosure to undertake relevant work or activities, and

(b) to the extent that it is so authorised by law other than by virtue of this section, consider and take into account, in accordance with such law, the information disclosed in the vetting disclosure when assessing the suitability of the person who is the subject of the vetting disclosure to be registered, licensed, considered fit to practice or otherwise authorised (howsoever described) to undertake relevant work or activities,

6.4.3 Information contained in a vetting disclosure made by the Bureau to a relevant organisation shall not be used by, or disclosed by, the relevant organisation, otherwise than in accordance with this Act or as otherwise authorised by law

6.5 Liaison Persons

6.5.1 A relevant organisation that is registered in the register of relevant organisations shall, for the purposes of applying for and receiving vetting disclosures in accordance with the vetting legislation, nominate in writing a person (in the legislation referred to as a "liaison person") to be registered in the register of relevant organisations as the liaison person of the organisation.

6.5.2 A relevant organisation that is registered in the register of relevant organisations may at any time nominate more than one person as a liaison person.

6.6 Shared Vetting Agreement

6.6.1 Where two or more relevant organisations jointly agree in writing to the employment, contracting, permitting or placement of a person to undertake relevant work or activities, it shall be a defence in any proceedings brought against a person for an offence under subsection (2) to show that another relevant organisation, who was party to the agreement, received a vetting disclosure in respect of the employment, contracting, permitting or placement of the person concerned. See Appendix 3

6.7 Forms of Agreement

6.7.1 The forms of agreement entered into between Mary Immaculate College and schools and other organisations regarding the placement of students can be found in Appendix 4 and 5.

6.8 Affiliate Agreement

6.8.1 In accordance with vetting legislation, Part 3 (13) (2), the College may submit an application for vetting disclosure on behalf of another relevant organisation. This can only occur where there is an affiliate agreement in place.

If the College proposes to provide this service for another relevant organisation, it shall provide the Vetting Bureau with the information specified in Section 8 (5) of the vetting legislation.

The decision to provide this service to another relevant organisation will be made only by the person authorised by the College to make such decisions and enter into an appropriate agreement. See Appendix 6.

7 Data Protection

Under the Data Protection Acts, information about the commission or the alleged commission of an offence by a person falls within the definition of sensitive personal data. The Vetting Procedure is based on the consent of the person to the release of certain types of information held by An Garda Síochána in respect of that person.

The National Vetting Bureau conducts vetting for organisations that are registered with the Bureau for this purpose. Employees/volunteers/students are, therefore, requested to consent to a vetting procedure.

For vetting to occur, vetting subjects must complete an NVB1 Vetting Invitation Form. This gives written authorisation for An Garda Síochána to disclose information to the College. Only specific people, Liaison Persons, are recognised as authorised signatories in the College. The Liaison Person uploads the personal data supplied on the NVB1 Form to the portal. The Liaison Person will review the application prior to the NVB processing same. Once processed, vetting results are transmitted from the Garda Central Vetting Unit directly to the Liaison Person in respect of the individual for further review by the College.

The consent given by an individual for vetting is specifically linked to the disclosure of their information to the College to allow the organisation to make an assessment decision about allowing that individual to take on or continue a particular role within the College.

Vetting disclosures may only be used for the purpose for which they were provided to an organisation in accordance with the consent of the vetting subject.

It is absolutely imperative that there is no drift in terms of the use to which such information may be put. If a student is requested by, for example, a school for evidence of vetting, the College will provide this directly to the student. Note: All disclosures are made directly to the Applicant by the College.

7.1 Secure storage of vetting information

- 7.1.1 The secure storage of vetting disclosures made by An Garda Síochána to authorised signatories is another key data protection consideration. The content of such disclosures constitutes sensitive personal data. Therefore, information and letters of disclosure must be held in a secure manner with access restricted to a small number of authorised personnel. Storage of all personal data will be in line with data protection legislation including the Data Protection Acts and the General Data Protection Regulations.

7.2 Retention of vetting information

- 7.2.1 Generally personal data must be destroyed when the purpose for which it was sought has expired. Vetting disclosures should be routinely deleted when the person's involvement in the College ends. Sometimes a person's involvement with the College may cease but with an expectation of future association, in such circumstances it may be appropriate to retain their person data, with their consent. When a person is the subject of re-vetting, their previous vetting will ordinarily be deleted with maintenance only of the fact and date of the vetting and the reference number. In case of future queries or issues in relation to a vetting disclosure, the fact that the person was vetted, the reference number, the outcome and date of disclosure will be retained on file.
- 7.2.2 In regard to all unsuccessful employment applications, the vetting disclosure should be deleted after a year. The HR department will inform the Liaison Person and record the deletion.
- 7.2.3 Information collected as part of the vetting process will be deemed as sensitive and strictly confidential, on a need to know basis, but may be released to relevant parties as deemed necessary by the College and in accordance with law.
- 7.2.4 Special circumstances may arise which will require the further retention of information. The Vetting Committee is authorised to decide on such circumstances, and will inform the person involved of the position.

7.3 Dispute resolution in relation to information contained in vetting disclosure

- 7.3.1 All organisations registered for Garda Vetting participate in a dispute resolution procedure designed to address any instance in which a vetting subject disputes the details contained in the relevant Garda Vetting disclosure. The procedure may be activated by the vetting subject by indicating the basis of their dispute in writing to the authorised signatory who received the Garda Vetting disclosure. The authorised signatory then resubmits the complete application file to the Garda Central Vetting Unit for the conduct of further checks.

8 Vetting procedures for Prospective and Current Staff

Stages in the Vetting process for prospective employees, when the Human Resource Department determines that a vetting disclosure is required.

Stage 1 Advertisement

All posts identified as requiring vetting will generally state in either the job description or accompanying documentation that the post will be subject to vetting. The fact that the job description/advertisement does not contain such a statement does not preclude the College from requiring that such a post be subject to vetting/re-vetting.

Stage 2: The Offer / Contract

Following completion of the recruitment and selection process, the candidate(s) deemed suitable for appointment may be offered the position subject to them satisfying the full requirements of the role including satisfactory vetting by the NVB and Foreign Policy Certification if required.

This will be explicitly reflected in the offer letter and/or contract, which will be accompanied by information on how to complete the Vetting process.

No person required to undergo vetting shall be permitted by the College to engage in work activities with children and/or vulnerable adults until such time as all parts of the recruitment and selection process including vetting by the NVB has been fully completed to the satisfaction of the College.

Stage 3: Confirmation of NVB response by Liaison Person

Where the information supplied by the NVB/Foreign Police is inconsistent with the information supplied by the applicant, the Liaison Person will contact the applicant to clarify whether the information supplied by the NVB /Foreign Police is correct.

If the candidate/prospective employee does not agree that the information supplied by the NVB /Foreign Police is correct the Liaison Person will request the NVB /Foreign Police to review their information and confirm or review their initial response.

Where the vetting disclosure contains criminal records information or 'specified information' within the meaning of the Act, the College shall as soon as practicable make available a copy of the vetting disclosure to the applicant.

Stage 4: Assessment of Information

The College shall take such action and/or invoke such internal policies as it considers necessary and appropriate in respect of any vetting disclosure. Responsibility for assessing disclosures in order to inform the College's response is assigned to the Vetting Committee (See Vetting Committee).

Note: If a person who is an applicant for a position at Mary Immaculate College states that they should not be requested to apply for Garda vetting, on the basis that the position will not involve relevant work or activity, then their case will be considered by the Vetting Committee which is authorised to determine if they may be exempted from this requirement or otherwise. The determination of the Vetting Committee will be set out in writing to the Director of HR, and will be made available to the applicant.

8.1. Exceptional Circumstances

- 8.1.1. Urgent and unforeseen circumstances may require an immediate temporary/short term appointment to prevent, for example, programme closure.
- 8.1.2. In such exceptional circumstances the following arrangements will apply.
- 8.1.3. The Head of Department will set out in writing the circumstances to the Director of HR and request permission to make a temporary appointment without prior Vetting/Police Certification
- 8.1.4. The Head of Department will undertake in writing that the person appointed will have no involvement with children or vulnerable persons during the relevant period, and will immediately apply for Vetting
- 8.1.5. The Director of HR is authorised to approve the temporary appointment for a period of one month and to extend the temporary appointment for a maximum of one further month.
- 8.1.6. Other exceptional circumstances may arise from time to time. The Vetting Committee is authorised to consider such circumstances and provide direction to the relevant College personnel.

8.2. Guest Lecturers

- 8.2.1. Guest lecturers attending the College for once off events, and whose contact with children or vulnerable persons will be incidental do not need to be the subject of Garda Vetting. If any doubt exists the advice and direction of the Vetting Committee should be sought.

8.3. Current Staff

- 8.3.1. Current staff, in posts identified as requiring vetting, will be the subject of re-vetting in accordance with Section 20 of the vetting legislation when this is commenced.
- 8.3.2. Current staff who move to new positions upon, for example, promotion, may not be required to undergo a new vetting in connection with such change if there is no substantial difference in their new position.

9. Vetting procedures for prospective and current Students

9.1 General

- 9.1.1. The placement of students with external organisations is an integral part of many of the College's programmes of study. The placement elements of some of these programmes require students to participate in relevant work or activities relating to children and/or vulnerable persons. It is College policy that such students will be vetted in accordance with the provisions of this policy.
- 9.1.2. All prospective students must be made aware prior to registration that if their course/programme of study involves a placement requiring Garda Vetting and the College's Garda Vetting Process is not undertaken and/or the disclosure from the Garda Vetting Bureau is of such a nature as to prevent a placement being undertaken, then the student's registration may be terminated by letter from the Admissions Office.
- 9.1.3. Students must be aware that disclosures that affect their potential placements may refer to events prior to them being a student of the College, as well as during their course of study.
- 9.1.4. A number of instances may arise where students become involved with children or vulnerable persons. In all such circumstances the students must be the subject of vetting.
- 9.1.5. When the College arranges for a student to undertake a placement in a school or other organisation, a vetting obligation arises for both organisations involved in the placement. When the College has obtained a Vetting Bureau disclosure in respect of the student, the organisations and the College may decide to enter into an agreement in accordance of section 12 (3A) of the vetting act. However, the College will ordinarily provide the Vetting Disclosure to the student, who will in turn provide this to the school or other organisation where the placement is due to occur.
- 9.1.6. If a student is not successfully vetted, the student cannot under any circumstances participate in any 'relevant work or activities'.
- 9.1.7. If a member of the College community is overseeing an activity that requires Student Vetting and is unsure regarding any issue contact must be made with the Liaison Person.
- 9.1.8. In completing a vetting application students must disclose any relevant information.
- 9.1.9. Students aged under 18 years of age are required to have written permission from a parent or guardian before vetting can proceed.
- 9.1.10. Failure to comply with College requirements in relation to this policy may make completing of a programme impossible and result in students being unable to obtain an award.
- 9.1.11. Prior to the student's placement, the student will be given a copy of the Garda Vetting Letter of Disclosure. This document must be retained by the student for the duration of their programme of study. A copy will be required by each placement organisation. Requests for further copies may incur an administrative fee.

9.2 Students Under 18s

9.2.1. If a person in respect of whom an application for vetting disclosure is under 18 years of age, a declaration under subsection (4) (e) of the vetting legislation may be made on his or her behalf by a parent or guardian of the person

9.3 Postgraduate Students

9.3.1 The necessity for Postgraduate Students to be the subject of Garda Vetting will depend on the requirements of their particular course of study.

9.3.2 The advice of the College Vetting Committee will be obtained to assess if any Postgraduate programme of study will involve prospective Postgraduate students in relevant work with children or vulnerable persons. In the event the programme of study will involve students participating in such relevant work or activities then undergoing Garda vetting will be a requirement for acceptance and participation in programme of study.

9.3.3 No Postgraduate Student may be involved in Relevant Work or activities with children or vulnerable persons without clearance.

9.4 International Students

9.4.1 Prior to an International Student being involved in any relevant work or activity in Ireland they must undergo vetting by the National Vetting Bureau.

9.5 Research

9.5.1 Any research undertaken by members of the College community that involves relevant work or activities with children or vulnerable persons must be the subject of appropriate ethical clearance and post graduate and academic staff must have completed the Garda Vetting process prior to being authorised by the College to undertake such research.

10. Overview of the vetting process

Stage 1

The applicant will complete an e.vetting Invitation Form (NVB1 Form) and submit this form to the College's Garda Vetting Office along with Photographic ID as part of MIC Vetting process. (See Appendix 7 for sample NVB1 Form)

Stage 2

When the Liaison Person uploads this data to the NVB portal an email will be automatically generated to the applicant, inviting the applicant to complete the online application and containing a link to the NVB 2 Application Form. The applicant must then access this form via the email link and complete and submit the application directly to the NVB. (The invitation to complete the online application expires after one month).

Stage 3

The applicant will receive an email from the NVB informing him/her them that a Disclosure has been returned to the College. The College will then inform the applicant of the outcome.

11. Steps in the E-Vetting Procedure

The College has implemented the online e-Vetting process in association with the National Vetting Bureau (NVB).

11.3 Application Process

11.1.1. The Head of School/Department Manager/Senior Administrator, in conjunction with the HR Officer, will notify the College Liaison Person at Anne.MurrayBrowne@mic.ul.ie of all persons who require Garda Vetting. This person will now be titled applicant.

11.1.2. The College Liaison Person will furnish the applicant with NVB1 Form. In completing the NVB1 Form, the applicant is confirming their consent to the disclosure of information by the National Vetting Bureau to the College.

The relevant guidelines for completing an NVB1 Form may have minor differences based on the specific role, position or course of study of the applicant. Separate guidelines will be issued with each NVB1 Form.

11.1.3. The applicant must also complete a Verification Process whereby their identity and current address details are verified by the College Liaison Person.

11.2. Applicants Under 18 Years

11.2.1. Where the applicant is under the age of 18 years of age they will need to complete an NVB1 Form (see Appendix 7) and provide their parent/guardian(s) email address in section 2.

11.2.2. The parent/guardian must complete the NVB3 Consent Form, (See Appendix 8) to accompany the underage applicants NVB1 Form.

11.2.3. Proof of current address for the parent/guardian must be provided to the College Liaison Person.

11.2.4. The applicant under 18, must also provide a form of identity specified in the NVB1 Form.

11.3. Stages in the Application Process

11.3.1. The applicant should complete and submit the following documents to the College Liaison Person :

- NVB1 Form (and the NVB3 Form where the applicant is under the age of 18)
- Identity Check Declaration Form (See Appendix 7 for sample) with associated documentation (see below)

11.3.2. In completing the Identity Check Declaration Form, the applicant will ordinarily provide certified copies of the required documents to the College Liaison Person together with NVB1

Form. A 'certified copy' is a photocopy of the original document, which is certified by the applicant as being "a true copy of the original" and also stamped by a competent authority (that is, signed by a practicing solicitor, justice of the peace, commissioner for oaths or an acting member of An Garda Síochána). The appropriate Stamp of the relevant certifying authority is also required. Photocopies of 'certified copies' will not be accepted.

The College can certify original documents in cases where the applicant presents the documents in person.

11.3.3. The Identity Checklist is provided as a guideline when submitting I.D. documentation.

See the College's Garda Vetting website for further information

<http://www.mic.ul.ie/adminservices/studentservices/Pages/GardaVetting.aspx>

11.3.4. Data contained in the completed NVB1 Form will be uploaded by the College Liaison Person (on-line) to the National Vetting Bureau portal.

11.3.5. The applicant will then receive an email directly from the NVB to invite them to complete the online NVB2 Form (See Appendix 9) within 30 days after which it expires.

Note: In completing this form the Applicant should have available their passport details, Eircode, N.I. postcode (mandatory) and mother's maiden name and full addresses at which the applicant has resided for six months or more, from birth to the current date.

11.3.6. When the applicant submits the online application, during a daily review of submitted applications on the NVB portal, the College Liaison Person will review and submit the application if the information is complete and correct.

11.3.7. If there are inaccuracies or required information has not been provided the College Liaison Person will cancel the application and will contact the applicant.

11.3.8. When the application has been processed the Applicant will receive an email from the NVB advising that a disclosure document has been issued to the Registered Organisation (Mary Immaculate College). The Disclosure is downloaded and saved, as it is only available on the NVB Portal for 30 days. An email is automatically generated to the Applicant informing them that the disclosure has expired.

11.3.9. The College Liaison Person will issue the Letter of Disclosure to the applicant. This is the completion of the Garda Vetting process. The Letter of Disclosure will state the outcome of the Garda Vetting process.

11.3.10. During the course of the NVB process, the applicant will receive emails regarding the progress of their application from the NVB. The application status can also be tracked using the unique NVB reference number. An applicant is not fully vetted until they receive the Letter of Disclosure from the College Liaison Person. The applicant cannot access the documents from the NVB; they must be obtained from the Registered Organisation (Mary Immaculate College).

To use the NVB eVetting service you must...

Be over 16 years old

If aged 16-18 years, have submitted signed "Parent / Guardian" consent form

Have or have access to a valid email address

Have access to the Internet

Have completed the "Proof of Identity" process

12. Paper Vetting

- 12.1. The College Liaison Person will only facilitate paper vetting in exceptional circumstances. An NVB2 Form (See Appendix 7 for Sample) can be requested from the College's Garda Vetting office.

Note: The College is authorised to appoint a number of clerk users who have limited access to the NVB portal.

13. Vetting for Transgender Persons - two options

- 13.1. There are two options available for transgender persons to process applications. The person can either
- (1) Directly contact the National Vetting Bureaus Sensitive Applications Team on 0504 – 27300, or
 - (2) Apply in the usual manner and submit a Gender Recognition Certificate with the application.
- 13.2. The law requires that you disclose all of your previous names and addresses to the National Vetting Bureau (NVB) so that your application can be correctly processed. The NVB does however have a process whereby you can disclose your previous gender/name to the NVB only and not reveal this data on the vetting application form.
- 13.3. This is known as the 'Sensitive Applications Process'. This process ensures that your information is handled sensitively and securely by the NVB and not revealed to the College.
- 13.4. In order to utilise this process you must contact the NVB's Sensitive Applications Team. This will ensure that your previous gender/name is not released while permitting you to comply with the law. A member of the team will be able to answer all of your questions about completing the application form and will record your details. The team can track and monitor your application, and when it arrives at the NVB. This enables the Sensitive Applications Team to check the content of your NVB disclosure before it is issued.

14. International Police Clearance Certification

The National Vetting Bureau currently undertakes vetting on addresses in Ireland and Northern Ireland only.

14.1 Mary Immaculate College is committed to taking all steps that are reasonably practicable, to ensure that only suitable candidates are appointed to positions which involve contact, with children or vulnerable adults. On this basis, the College ensures that Garda Vetting is conducted in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016 (the “Act”). Any disclosures obtained during the course of the Garda Vetting process assists the College in making decisions in this regard, including recruitment decisions. This policy applies to anyone who is employed and/or engaged by or acts on behalf of the College who will have involvement in relevant work with children and/or vulnerable adults.

14.2. If an applicant for appointment at Mary Immaculate College has lived outside of Ireland or Northern Ireland for a cumulative period of three years (36 months) after the age of 18, they must provide a certified copy of police clearance for each country in which they have resided. Only certified copies of International Police Clearance will be accepted. The College reserves the right to request an International Police Clearance Service for a lesser period.

14.3. The College may also, at its sole discretion, require that an applicant provide an enhanced disclosure by the completion of an affidavit and/or statutory declaration and/or Self Declaration on Criminal Offences, or other safeguarding documentation (See Appendix 10 and 11).

14.4. In circumstances where a Foreign Police Certificate is unobtainable in a particular jurisdiction the College may, at its sole and absolute discretion, agree to an alternative method by which a candidate/employee can provide appropriate assurances. The College reserves the right to seek a sworn declaration where it accepts that the Police Certification is not obtainable. The Vetting Committee is authorised to determine this matter on behalf of the College.

14.5. Should any information supplied by applicant be false, the College shall be entitled to rescind any offer of employment or engagement. In the case of employees, the College shall deal with the matter through the appropriate internal policy.

14.6. The administration of the foreign policy clearance will be carried out under the direction of the Liaison Person and/or any other College employee as may be assigned such responsibility from time to time.

14.7 There are varying arrangements for obtaining International Police Clearance, which differ from country to country. For example, an applicant may need to be a citizen of the country or resident in the country at the time of making the request for International Police Clearance. For guidance on obtaining Foreign Police Certification see the Teaching Council Website Overseas Police Clearance.

15. Contractors

- 15.1. Individuals who are not directly employed by the College, but who are employed by contractors (or sub-contractors) of the College and who will be involved in relevant work or activities with children and/or Vulnerable Persons in the course of their duties will also be required to undergo the vetting/clearance process.
- 15.2. Vetting will either be undertaken by the contractor and provided to the College in a joint agreement or undertaken by the College. These obligations will be reflected, to the extent possible, in any contract between the College and the contractor and/or sub-contractor and as appropriate form part of the criteria required in any procurement process.
- 15.3. The College reserves the right to terminate any engagement with any contractor should they fail to discharge their obligations under the Act and/or if information is obtained through the vetting process which is disclosed by the Bureau on the basis that it is necessary, proportionate and reasonable for the purposes of protecting children and/or Vulnerable Persons.
- 15.4. The College Officer who is engaging the Contractor is responsible for determining if the Vetting Application is necessary and may consult the Vetting Committee in making this determination.

16. Self-employed persons

- 16.1. In this section “self-employed person” means a person who works for profit or gain otherwise than under a contract of employment.
- 16.2. An application for vetting disclosure in respect of a person who is self-employed shall be made by the College when it intends to enter into a contract for services of the self-employed person who will be involved in relevant work or activities.
- 16.3. The College reserves the right to terminate any engagement with any self-employed person should they fail to discharge their obligations under the Act and/or if information is obtained through the vetting process which is disclosed by the Bureau on the basis that it is necessary, proportionate and reasonable for the purposes of protecting children and/or Vulnerable Persons.
- 16.4. The College Officer who is engaging the self-employed is responsible for determining if the Vetting Application is necessary and may consult the Vetting Committee in making this determination.

17. College Vetting Committee

- 17.1. The College Vetting Committee is appointed by the Senior Officer with overall responsibility for Safeguarding.
- 17.2. The College Vetting Committee is authorised by the College to make all determinations in respect of matters arising in the context of the vetting legislation and the College's Vetting policies and procedures.
- 17.3. The College Vetting Committee will be consulted in relation to all new programmes of study and other relevant activities in order to consider and determine if participants should be the subject of a vetting application.
- 17.4. The Liaison Person shall furnish details on all disclosures (other than NIL Disclosures) to the Chairperson of the College Vetting Committee. The Chairperson, having reviewed the disclosure, will determine whether the nature of the disclosure requires consideration by the College Vetting Committee. The Chairperson is authorised to make a determination, in respect of disclosures which he considers are not substantial without referral to the College Vetting Committee for its consideration. The Chairperson may obtain relevant advice and assistance and will record in writing the decision to the Liaison Officer.
- 17.5. If the Chairperson determines that an outcome should be referred to the College Vetting Committee, he/she will ensure that the Liaison Person will furnish all relevant details to include disclosures to the College Vetting Committee meetings.
- 17.6. The Chairperson will then ensure that the:
- Applicant is provided with a copy of the letter of disclosure.
 - Case is being put forward for consideration to the Vetting Committee.
 - Applicant is invited to provide any further information which the applicant considers relevant, and which the applicant wishes the Committee to consider.
 - Applicant is invited to make a written submission to the Committee.
 - Applicant is informed that the decision of the Vetting Committee will be communicated to the applicant in writing.
 - Applicant is advised of the appeals process.
 - Applicant is informed of the decision of any appeal.
- 17.7. The Committee will consider all relevant information including any submission in a fair and proportionate way, with due regard to the protection of the public including students, children and vulnerable persons and the maintenance of public confidence in the College.
- 17.8. The College Vetting Committee will consider all relevant information in relation to such disclosures and make determinations on behalf of the College. Meetings of the College Vetting Committee shall be convened by the Chairperson. No fewer than three members shall constitute a quorum. In addition, the College Vetting Committee may call on relevant academic programme

experts and any other appropriate person as determined by the Chairperson to provide information and advice.

17.8 Factors to be considered by the College Vetting Committee;

- The nature and seriousness of the Specified Information.
- The relevance of the Specified Information for the persons role in the College and for the overall work of the College.
- The nature of any offence.
- The seriousness of any offence.
- The sentence imposed.
- In the case of more than one offence whether the offences disclose a pattern of recidivism or repeat offending.
- The age and circumstances of the applicant at the time of the offence.
- The time elapsed since the offence(s).
- The manner in which the applicant dealt with the proceedings in relation to the offence and in particular whether the applicant pleaded guilty.
- Whether the offence involved a serious breach of trust.
- Whether the offence is one which by its nature gives rise to specific concerns in relation to contact with children or vulnerable people.
- Whether the applicant originally disclosed the conviction during the vetting process.
- The extent to which the applicant has rehabilitated himself or herself since the commission of the offence.

This is not an exhaustive set of criteria. It is a general guideline for the College Vetting Committee to consider and to take into account when making its determination.

17.9 The College Vetting Committee shall:

- Consider the information disclosed and the specific nature of the applicant's proposed or current involvement in relevant work or activities.
- Set out in writing its views on the appropriateness of the applicant's involvement in relevant work and activities to the College's Officer who is responsible for making the appointment or permitting the involvement.
- Offer any advice it considers appropriate.

17.10 The committee will maintain a record of the decisions made.

17.11 The key issue is for the Vetting Committee to determine whether information contained in a Vetting Disclosure renders a person unsuitable for engagement by the College in relevant work or activity.

17.12 The College Vetting Committee shall consist of members as follows:

Chairperson :

Secretary:

Nominee of the director of HR:

Two nominees of the Senior Officer with responsibility for safeguarding.

The Chairperson is authorised to arrange for the attendance of members of College personnel who have relevant knowledge of the position under consideration.

The Chairperson is authorised to arrange for the attendance of a person with relevant expertise in any matter under consideration by the Committee.

17.13 Appeal process

- A decision of the College Vetting Committee may be appealed within 14 days of the issue of the decision. The appeal should be made in writing to the Senior Officer with Responsibility for Safeguarding.
- The Appeal will be heard by a group Chaired by the Senior Officer with Responsibility for Safeguarding, whose membership will include two persons nominated by this Senior Officer. This Senior Officer may also obtain advice from any person he deems relevant.
- None of the original decision-makers shall hear the appeal.
- Full details of the appeal application will be considered, and a decision will be communicated to the applicant by the chair of the Appeals Committee.
- This decision shall be final and binding.

17.14 Grounds for Appeal

A person may appeal against the decision of the College Vetting Committee on the following grounds only:

- There is new information that was not available to the College Vetting Committee which might reasonably have resulted in a different decision.

- There were procedural or administrative errors such as might give rise to reasonable doubt as to whether the College Vetting Committee would have reached the same decision had they not occurred.
- The College Vetting Committee departed from the provisions of the College Vetting Policy and Procedures in a manner prejudicial to the interests of the person.

Appendix 1 - Relevant Organisation

'relevant organisation' means a person (Including a body or corporate or an unincorporated body of persons) who:

- (a)
 - (i) employs (whether under contract of employment or otherwise) any person to undertake relevant work or activities;
 - (ii) enters into a contract for services with any person for the provision by that person of services that constitute relevant work or activities;
 - (iii) permits any person (whether or not for commercial or any other consideration) to undertake relevant work or activities on the person's behalf;
 - (iv) is a provider of courses of education or training, including internship schemes, for persons and, as part of such education or training or scheme, places or makes arrangements for the placement of any person in work experience or activities where a necessary part of the placement involves participation in relevant work or activities; but does not include an individual who does any of the matters referred to in subparagraphs (i) to (iv) in the course of a private arrangement
- (b) who carries on the business of an employment agency within the meaning of the Employment Agency Act 1971 for the employment of persons to undertake relevant work or activities,
- (c) established by or under an enactment (other than the Companies Acts) whose functions include the regulation, registration, licencing or other authorisation (howsoever described) of persons who undertake relevant work or activities or
- (d) who represents for the purposes of the vetting procedures under this Act, another person, trade, profession or body, organisation or group, or other body of persons that undertakes relevant work or activities

Appendix 2 – Relevant Work

RELEVANT WORK OR ACTIVITIES RELATING TO CHILDREN

1. 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 in—

(a) an establishment which provides pre-school services within the meaning of Part VII of the [Child Care Act 1991](#),

(b) a school or centre of education, both within the meaning of the [Education Act 1998](#),

(c) any hospital or health care centre which receives, treats or otherwise provides services to children,

(d) a designated centre within the meaning of [section 2](#) of the [Health Act 2007](#), in so far as it relates to an institution at which residential services are provided in accordance with the [Child Care Act 1991](#),

(e) a special care unit provided and maintained in accordance with section 23K of the [Child Care Act 1991](#),

(f) a children detention school within the meaning of [section 3](#) of the [Children Act 2001](#),

(g) a reception or accommodation centre which provides residential accommodation services to applicants for asylum under contract to the Department of Justice and Equality.

2. Any work or activity which consists of the provision of home tuition by a person pursuant to the Scheme administered and funded by the Department of Education and known as the Home Tuition Scheme.

3. Any work or activity which consists of treatment, therapy or counselling provided to a child by a person in the course of that work or activity.

4. Any work or activity which consists of care or supervision of children unless the care or supervision is merely incidental to the care or supervision of persons who are not children.

5. Any work or activity which consists of the provision of educational, training, cultural, recreational, leisure, social or physical activities (whether or not for commercial or any other consideration) to children unless the provision of educational, training, cultural, recreational, leisure, social or physical activities is merely incidental to the provision of educational, training, cultural, recreational, leisure, social or physical activities to persons who are not children.

6. Any work or activity which consists of the provision of advice, guidance or developmental services (including by means of electronic interactive communications) to children unless the provision of the advice, guidance or developmental service is merely incidental to the provision of those services to persons who are not children.

7. Any work or activity as a minister or priest or any other person engaged in the advancement of F19 [**any religious beliefs to children unless such work or activity is merely incidental to the advancement of religious beliefs to persons who are not children**].

8. Work as a driver of a public service vehicle which is being used only for the purpose of conveying children.

9. The provision by a person, whether or not for commercial or other consideration, of accommodation for a child in his or her own home.

10. Any research work or activities (howsoever described) carried out in a College, institute of technology or other establishment at which third level education is provided where a necessary and regular part of the research work or activity involves contact with or access to children.

11. Any application by a person to carry on or manage a designated centre within the meaning of [section 2](#) of the [Health Act 2007](#).

12. Any application by a person for a declaration of eligibility and suitability within the meaning of [section 3](#) of the [Adoption Act 2010](#).

13. Any assessment of a person's suitability to act as a foster carer by or under [section 39](#) of the [Child Care Act 1991](#).

14. Any assessment by or under [section 41](#) of the [Child Care Act 1991](#) of a person's suitability to act as a carer of a child in respect of whom he or she is a relative.

15. Any work or activity which is carried on by a person, a necessary and regular part of which requires the person to have access to, or contact with, children pursuant to the following enactments:

(a) Medical Practitioners Act 2007;

(b) Nurses Act 1985;

(c) Nurses and Midwives Act 2011;

(d) Dentists Act 1985;

(e) Health and Social Care Professionals Act 2005;

(f) Pharmacy Act 2007;

(g) Pre-Hospital Emergency Care Council Order 2000 ([S.I. No. 109 of 2000](#));

(h) Pre-Hospital Emergency Care Council (Establishment) Order 2000 (Amendment) Order 2004 ([S.I. No. 575 of 2004](#)).

Annotations:

Amendments:

F19

Substituted (29.04.2016) by *Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016* (4/2016), s. 27(a), S.I. No. 215 of 2016.

RELEVANT WORK OR ACTIVITIES RELATING TO VULNERABLE PERSONS

1. 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, vulnerable persons in—

(a) a school or centre of education, both within the meaning of the [Education Act 1998](#), unless, in the case of a centre of education, the work or activity is merely incidental to work or activities undertaken in relation to persons who are not vulnerable persons,

(b) any hospital or care centre which receives, treats or otherwise which provides services to vulnerable persons,

(c) a designated centre within the meaning of [section 2](#) of the [Health Act 2007](#), in so far as it relates to an institution at which residential services are provided to vulnerable persons,

(d) an approved centre within the meaning of Part 5 of the [Mental Health Act 2001](#).

2. Any work or activity which consists of treatment, therapy or counselling provided to a vulnerable person by a person in the course of that work or activity.

3. Any work or activity which consists of the care (including the provision of health and personal social services and essential domestic services) of vulnerable persons unless the care is merely incidental to the care of persons who are not vulnerable persons.

4. Any work or activity which consists of the provision of educational, training, cultural, recreational, leisure, social or physical activities (whether or not for commercial or any other consideration) to vulnerable persons unless the provision of educational, training, cultural, recreational, leisure, social or physical activities is merely incidental to the provision of educational, training, cultural, recreational, leisure, social or physical activities to persons who are not vulnerable persons.

5. Any work or activity which consists of the provision of advice, guidance or developmental services (including by means of electronic interactive communications) to vulnerable persons unless the provision of the advice, guidance or developmental service is merely incidental to the provision of those services to persons who are not vulnerable persons.

6. Work as a driver of a public service vehicle which is being used only for the purpose of conveying vulnerable persons.

7. Any work or activity as a minister or priest or any other person engaged in the advancement of F20 [any religious beliefs to vulnerable persons unless such work or activity is merely incidental to the advancement of religious beliefs to persons who are not vulnerable persons].

8. The provision by a person, whether or not for commercial or other consideration, of accommodation for a vulnerable person in his or her own home.

9. Any research work or activities (howsoever described) carried out in a College, institute of technology or other establishment at which third level education is provided where a necessary and regular part of the research work or activity involves contact with or access to vulnerable persons.

10. Any assessment of a person's suitability to act as a care representative under [section 21](#) of the [Nursing Homes Support Scheme Act 2009](#).

11. Any application by a person to carry on or manage a designated centre both within the meaning of [section 2](#) of the [Health Act 2007](#).

12. Any work or activity which is carried on by a person, a necessary and regular part of which requires the person to have access to, or contact with, vulnerable persons pursuant to the following enactments:

(a) Medical Practitioners Act 2007;

(b) Nurses Act 1985;

(c) Nurses and Midwives Act 2011;

(d) Dentists Act 1985;

(e) Health and Social Care Professionals Act 2005;

(f) Pharmacy Act 2007;

(g) Pre-Hospital Emergency Care Council (Establishment) Order 2000 ([S.I. No. 109 of 2000](#));

(h) Pre-Hospital Emergency Care Council (Establishment) Order 2000 (Amendment) Order 2004 ([S.I. No. 575 of 2004](#)).

Annotations:

Amendments:

F20

Substituted (29.04.2016) by *Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016* (4/2016), s. 27(b), S.I. No. 215 of 2016.

Appendix 3 - Shared Vetting Agreement

This section must be completed by Mary Immaculate College

This service level agreement regarding garda vetting and sharing of disclosures is between:

(A) Mary Immaculate College

And

(B) _____
(INSERT NAME OF ORGANISATION WHO WILL BE REPRESENTED FOR THE
PURPOSE OF VETTING BY THE COLLEGE)

This agreement sets out the arrangements for obtaining garda vetting disclosures and the sharing of information obtained through a vetting disclosure, to enable members of A to work in the work environment of B

Section 12.3 (A) of the vetting act allows for such sharing of information as follows:

Where 2 or more relevant organisations jointly agree in writing to the employment, contracting, permitting or placement of a person to undertake relevant work or activities, it shall be a defence in any proceedings brought against a person for an offence under subsection (2) to show that another relevant organisation who was party to the agreement received a vetting disclosure in respect of the employment, contract, permission or placement of the person concerned. (National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016)

1. (A) will act as the relevant organisation, whose responsibility it is to conduct vetting in respect of identified individuals, participating in Relevant Work on behalf of (B).
2. In addition to the Garda vetting consent requirements, the applicant will fill out a consent form agreeing to the sharing of the disclosure between (A) and (B)
3. Upon receipt of the disclosure the (B), in engaging the applicant, shall be responsible for assessing the suitability of the applicant for the stated relevant work.
4. Records relating to the disclosure and an agreement to share this, should be maintained in line with data protection legislation.

Signature: _____

On behalf of (A)

Signature: _____

On behalf of (B)

Appendix 4 – Agreement between the College and Schools

AGREEMENT BETWEEN:


Mary Immaculate College [the “Organisation”]

AND _____ [the “School”]

IN RESPECT OF _____ [name of person]

In recognition of their perspective obligations under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016 (“the acts”), the Organisation and the School agree the following:

1. The Organisation and the School agree that [_____] (name of person) shall attend the school on such dates during the 2018/2019 School Year as may be agreed between the Organisation and the School for the purposes of ECCE Off-Campus and ECCE Infant Placement.
2. The Organisation confirms that it has received a Vetting Disclosure from the National Vetting Bureau in respect of the person named above. Prior to the person named above attending the School and the commencement of any relevant work or activities for the purposes of the Acts, he/she will furnish the School a copy of the Vetting Disclosure received by the Organisation from the National Vetting Bureau (“the Vetting Disclosure”) and made available to the person by the Organisation under section 16(1) of the Acts.
3. The person named above will not be allowed to commence relevant work or activities until such time as the Vetting Disclosure has been received and considered by the School.
4. Where the Vetting Disclosure discloses no criminal record or specified information, the person named above will be allowed to commence relevant work or activities in the School on the starting date agreed between the Organisation and the School and may attend the School on such other dates as may be agreed between the Organisation and the School.
5. Where the Vetting Disclosure discloses any criminal record or specified information, the person named above will not be allowed commence relevant work or activities in the School unless a risk assessment for this placement is conducted by the Organisation and is considered acceptable to both the Organisation and the School.
6. Prior to attendance at the School, the person named above will be required to complete a Statutory Declaration in the form attached at Appendix 1 to this Agreement. The school reserves the right to request and verify references in respect of the person named above, prior to and following, the commencement of any relevant work or activities in the School.
7. This Agreement permitting the attendance of the person named above in the School may be terminated by the School at any time.



Assistant Registrar
Mary Immaculate College

[the School]

Date 12th Dec. 2018

Date

Appendix 5 – Agreement between the College and Organisations

Agreement between Mary Immaculate College and an Organisation for Students going on Placement

AN AGREEMENT BETWEEN:

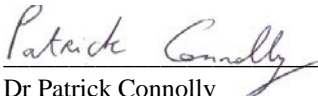
Mary Immaculate College, Limerick [the “College”]

AND _____ [the “Organisation”]

IN RESPECT OF _____ [name of person]

In recognition of their perspective obligations under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016 (“the Acts”), the College and the Organisation agree the following:

1. The College and the Organisation agree that the above named person shall attend at the Organisation on such dates as may be agreed between the College and the Organisation for the purposes of Off-Campus Placement.
2. The College confirms that it has received a Vetting Disclosure from the National Vetting Bureau in respect of the person named above. Prior to the person named above attending at the Organisation and the commencement of any relevant work or activities for the purposes of the Acts, he/she will furnish the Organisation a copy of the Vetting Disclosure received by the College from the National Vetting Bureau (“the Vetting Disclosure”) and made available to the person by the College under section 16(1) of the Acts.
3. The person named above will not be allowed to commence relevant work or activities until such time as the Vetting Disclosure has been received and considered by the Organisation.
4. Where the Vetting Disclosure discloses no criminal record or specified information, the person named above will be allowed to commence relevant work or activities in the Organisation on the starting date agreed between the College and the Organisation and may attend at the Organisation on such other dates as may be agreed between the College and the Organisation.
5. Where the Vetting Disclosure discloses any criminal record or specified information, the person named above will not be allowed commence relevant work or activities in the Organisation unless a risk assessment for this placement is conducted by the College and is considered acceptable to both the College and the Organisation.
6. Prior to attendance at the Organisation, the person named above may be required to complete a Statutory Declaration in the form prescribed by the Organisation.
7. The Organisation reserves the right to request and verify references in respect of the person named above, prior to and following, the commencement of any relevant work or activities in the Organisation.
8. This Agreement permitting the attendance of the person named above at the Organisation may be terminated by the Organisation at any time.



Dr Patrick Connolly
Assistant Registrar
Mary Immaculate College

[on behalf of the Organisation]

Date 12th Dec. 2018

Date

Provision of Vetting Application Processing Service

This **SERVICE AGREEMENT** is made on _____ day of _____ 2018 (the Commencement Date)

BETWEEN

(1) **Mary Immaculate College** (the “Registered Relevant Organisation”);

AND

(2) _____ (the “Affiliate Organisation”)

1. Whereas:-

On the 29th of April 2016 the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016* came into effect. This Act provides a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons.

The Act stipulates that 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’.

The Act further provides for the establishment, by the National Vetting Bureau, of a register of relevant organisations for the purposes of applying for and receiving vetting disclosures in accordance with the Act. Mary Immaculate College is a ‘Registered Relevant Organisation’.

THE PARTIES AGREE as follows:

2. Purpose

This Service Agreement outlines the terms and conditions under which Mary Immaculate College, as a Registered Relevant Organisation, will provide vetting application processing services to the organisation at 2 above so that it may meet its vetting obligations under the Act.

3. Definitions and Interpretation

In this Agreement, unless the context otherwise requires, the following terms shall have the following meanings:

3.1 “The Act” means the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 – 2016.

3.2 “The Registered Relevant Organisation” also referred to as the “College Vetting Office” or the “Vetting Office” has the meaning given to it in S. 2 (d) and S. 13 of the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 – 2016 (as amended);

S. 2 (d) “relevant organisation means a person (including a body corporate or an unincorporated body of persons) – who- (d) represents for the purpose of the vetting procedures under this Act, another person, trade, profession or body, organisation or group or other body of persons that undertakes relevant work or activities;”

S. 13 “A relevant organisation may submit an application for vetting disclosure under this section on its own behalf or on behalf of another relevant organisation.”

The Registered Relevant Organisation is registered with the National Vetting Bureau on the register of relevant organisations subject to S. 8 of The Act. **For the purposes of this agreement the Registered Relevant Organisation is Mary Immaculate College**

3.3 “The Affiliate Organisation” also referred to as _____ means “another relevant organisation” referred to in S.13 of the Act, which submits vetting disclosure applications through a Relevant Organisation that is registered with the National Vetting Bureau on the register of relevant organisations. **For the purposes of this agreement the Affiliate Organisation is** _____. The Affiliate Relevant Organisation retains all responsibilities and obligations as provided for in the “Act”.

3.4 “the Bureau” means “the National Vetting Bureau” which is responsible for the processing of applications for vetting disclosure received by it from Registered Relevant Organisations.

3.5 the “Liaison Person” is the person or persons nominated by Mary Immaculate College to manage the processing of a vetting applications received from the Affiliate.

3.6 “the contact persons” also referred to as the “the contact person” are the persons nominated by the Affiliate for the purpose of managing the vetting process on behalf of the Affiliate Organisation. .

3.7 “the vetting subject” means the person in respect of whom an application for vetting disclosure is made.

3.8 “the vetting disclosure” means the written disclosure made by the Bureau, subject to S. 14 of the Act, in respect of a vetting subject. A vetting disclosure shall include particulars of the criminal record (if any) relating to the person, and a statement of the specified information (if any) relating to the person or a statement that there is no criminal record or specified information, in relation to the person.

4. Service Provision / Obligations of the Registered Relevant Organisation

4.1 Scope of Services

The Service of the College Vetting Office is specifically for the vetting of individuals, aged 16 years and over, who are subject to the Act and have one of the following relationships with the Affiliate:

are employed (re-vetting when enacted);
are in receipt of a conditional offer of employment;
are volunteering (re-vetting when enacted);
are due to volunteer, subject to conditions;
are engaged in the provision of services (re-vetting when enacted); or
are due to be engaged in the provision of services, subject to conditions.

In respect of service delivery the College Vetting Office agrees:

- To submit, on behalf of the Affiliate all vetting applications made in accordance with the process detailed in **Appendix 1**.
- To query any minor application discrepancies that may arise with the Contact Person(s) nominated by the Affiliate.
- To notify and return to the Affiliate any vetting applications that cannot be processed as a result of insufficient or illegible information.
- To manage the post-application-submission process in accordance with details contained in **Appendix 2**.

4.2 Confidentiality & Retention of Records

The College Vetting Office undertakes to protect and manage all data received in relation to a vetting application in a manner that is compliant with the requirements of Data Protection Legislation.

- The College Vetting Office will limit the retention of data on vetting applications submitted by the Affiliate to the following:
 - Form NVB1
 - The name and contact information of the Affiliate Organisation submitting an application.
 - The date on which the vetting application was received.
 - The processing status of the application e.g. submitted to the Bureau or unable to process, returned to Affiliate.
 - The name of the Vetting Subject.
 - Copies of Vetting Subject Identification documents.
 - The role for which the Vetting Subject is being vetted.
 - The date on which the Vetting Disclosure was downloaded from the Bureau database.
 - The date on which the Vetting Disclosure was forwarded to the Affiliate.
 - The date on which the Affiliate provided written acknowledgement of receipt of the disclosure
- All communication in relation to vetting will only take place between the Liaison Person(s) and the Contact Person(s).

4.3 Place of Service Delivery

The service covered by this agreement will be delivered at the address given in Appendix 3 to this document.

4.4 Service Limitations

The service provided by the College Vetting Office is limited to the processing of applications for Vetting Disclosure. All decisions in respect of the suitability of Vetting Subjects for positions in the Affiliate are the sole responsibility of the Affiliate

5. Obligations of the Affiliate

5.1 Nomination of Contact Persons

The Affiliate agrees:

- To nominate, in writing, two Contact Persons for the purpose of preparing and submitting vetting applications to the College Vetting Office. Such persons will normally be the Chairperson of the Board of Management and the _____. The Contact Persons will be the only points of contact between the Registered Relevant Organisation and the Affiliate.
- To make provision for the attendance of the Contact Persons at any training or information sessions regarding the vetting application process that the College Vetting Office may arrange from time-to-time.
- To notify the College Vetting Office, in writing, in the event that there is a change of Contact Person during the term of this agreement.

5.2 Dedicated Email Account

The Affiliate must establish and provide to the College Vetting Office the address of an email account that has been set-up for the purpose of receiving/sending information pertaining to the vetting application/disclosure process.

5.3 Application of the Act in Determining Vetting Subjects

- Compliance with the Act in determining Vetting Subjects is the responsibility of the Affiliate. As such the Affiliate must, prior to submitting a vetting application, ensure it has familiarised itself with the Act.
- In instances where the application of the Act is disputed by individuals identified as potential Vetting Subjects the Affiliate must:
 - obtain a legal opinion on the matter, and
 - in the event the vetting application forms have been submitted, notify the College Vetting Office, in writing, that there is a dispute.

5.4 Submission of Vetting Applications

The Affiliate agrees:

- That it will provide the necessary information on the vetting process and parties to the process that will enable the Vetting Subject to grant informed consent to the processing of their vetting application. In this regard the Affiliate **must** furnish the information contained in **Appendix 4** to the Vetting Subject.
- To submit all vetting applications in accordance with the process requirements detailed in **Appendix 1** of this Agreement.

6. Vetting Disclosures

- On receipt, from the Bureau, of a Vetting Disclosure requested by the Affiliate the College Vetting Office will forward same to the email address provided by the Affiliate.
- In the event that a Vetting Disclosure contains particulars of a criminal record relating to the Vetting Subject or a statement of specified information relating to the Vetting Subject the College Vetting Office will send a copy of same by email to the email account and a hardcopy will also issue via registered post.
- The Contact Person must confirm, in writing by email, the receipt of the disclosure.
- The College Vetting Office will on receipt of such confirmation delete the disclosure from its system.
- It is a matter for the Affiliate to manage such disclosures.

7. Indemnity

The Affiliate Organisation and/or its successors and Assigns hereby agree and undertake to indemnify and keep indemnified the Registered Relevant Organisation and the Liason Person(s) against any action, claim or demand brought against them by any party that is the subject of this agreement.

8. Amendment of the Agreement

Save as expressly provided in this Agreement, no amendment or variation of this Agreement shall be effective unless in writing and signed by a duly authorised representative of each of the parties to it.

Service amendments necessitated by, legislative change, procedural changes made by the Bureau or Ministerial regulation will be notified, in writing, to the Affiliate. Such changes shall not be subject to the authorisation of the parties to this Agreement.

9. Termination of the Agreement

The Agreement shall terminate without notice in the event the Affiliate Organisation

- ceases to operate (i.e. closes or amalgamates with another organisation,

The Agreement shall terminate without notice in the event the College Vetting Office ceases, with immediate effect at the determination of the Bureau, to be listed on the register of Relevant Organisations.

The College Vetting Office retains the right to terminate this Agreement with immediate effect in the event:

- the Affiliate materially breaches any term of this Agreement
- the Affiliate persistently breaches any term of this Agreement
- in circumstances where the Affiliate has been notified of the breach, in writing, and has failed to remedy the said breach within 30 days of receipt of the notification.

Nomination of Contact Persons & Dedicated Email Address

The Contact Persons nominated by the Affiliate for the purpose of preparing and submitting vetting applications to the College Vetting Office are: (please complete in block capitals)

Name	Position	Tel(day)	Tel(eve)

The dedicated email account/address set-up for the purpose of receiving/sending information pertaining to the vetting application/disclosure process is:

Signatures

The following authorised representatives of each party execute this Agreement at the Commencement Date:

For the Registered Relevant Organisation

Title Date

Mary Immaculate College

For the Affiliate Relevant Organisation

Chairperson Date

of _____

Appendix 7 –NVB1 Forms, Guidelines and Associated documents

GUIDELINES FOR COMPLETING VETTING INVITATION FORM (NVB 1) - Invigilators

You must read the following guidelines before completing this form.

- The form must be completed by you in full using **BLOCK CAPITALS** and your writing must be clear and legible. Please use a ballpoint pen.
- The original of this form with your signature must be submitted to the College (a photocopy is not acceptable).
- **Your Form must be accompanied by two different types of ID**
- **All ID documentation must be Certified**
- **Certified Copies of ID: ID must be certified by one of the following: a member of An Garda Síochána, a Commissioner for Oaths or a practicing Solicitor.**
- A certified copy of an Irish passport or an Irish driver's licence/learner permit along with another form of ID is acceptable.
- Details of other acceptable ID documents can be found on the College website: <http://www.mic.ul.ie/adminservices/studentsservices/Pages/GardaVetting.aspx>

SECTION 1 - Personal Details

- Insert your information, allowing one block letter per box.
- For date of birth field, allow one digit per box. Please distinguish between zero and O, S and 5 and I and l (L), where applicable. Allow one character/symbol per box including the dot in your email address.
- A working email address is required as the NVB invitation to the e-vetting website will be sent to you here.
- The current address means your full-time permanent address and not temporary or term-time accommodation.

NB – FOLLOWING SUBMISSION OF THIS DOCUMENT PLEASE REMEMBER TO CHECK YOUR EMAIL ACCOUNT AND SPAM FOLDER AS THE NVB EMAIL CONTAINING A LINK TO YOUR ON-LINE GARDA VETTING APPLICATION WILL BE SENT TO YOU HERE.

SECTION 2 – Additional Information

Please remember to sign the application form at Section 2 and please remember to tick the box provided.

WARNING

FAILURE TO COMPLETE THIS FORM CORRECTLY MAY DELAY YOUR COLLEGE REGISTRATION/APPOINTMENT AND WHERE APPLICABLE MAY RESULT IN APPOINTMENTS BEING POSTPONED.

ATTACHED:

- | |
|--|
| <input type="checkbox"/> Photographic ID (e.g. Passport/Driving Licence) |
| <input type="checkbox"/> Second form of ID (e.g. Birth Certificate/Public Services card/social services card/medical Card) |
| <input type="checkbox"/> Other <input type="checkbox"/> Self Declaration Form |

Mary Immaculate College
Coláiste Mhuire gan Smál
South Circular Road,
Limerick



Your Ref:

Tel: +353 61 204962
Web: www.mic.ul.ie

Form NVB 1 - Invigilators

Vetting Invitation

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 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:																										
Current Address:																										
Line 1:																										
Line 2:																										
Line 3:																										
Line 4:																										
Line 5:																										
Eircode/Postcode:																										

Section 2 – Additional Information

Name Of Organisation:

MARY IMMACULATE COLLEGE, LIMERICK

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
---	---	---	---

Note: Please return this form to the above named organisation. An invitation to the e-vetting website will then be sent to your Email address.

Identification Documents: Please note original form of ID and proof of current address must be supplied for verification by the applicants in all instances. Please tick ✓ which documents are provided by the applicant.
Copies of which are held on file

Forms of ID - The combination of identity/proof of address documents provided must result in a combined score of 100	Please insert ✓ to indicate which documents were	Over 18 Years Points for Vetting Applicant	Under 18 Years Points for Vetting Applicant
Photographic Identification –One, or more, must be provided			
Irish Driving license or learner permit (credit card format)		80	
Irish public services card		80	100
Passport		70	100
Irish Certificate of Naturalisation		50	
Birth Certificate		50	100
Garda National Immigration Bureau (GNIB) Card		50	
National Identity Card (EU/EEA/Swiss citizens)		50	
Irish Driving Licence (old paper format)		40	
Public Services Card with photograph		40	
Public Services Card – no photograph		25	
Proof of Current Address – One must be provided			
Letter from employer (within last two years) confirming name and address		35	
P60, P45 or P45slip (with name and home address)		35	
Utility Bill (Issued within last six months. (Mobile phone bills are not acceptable))		35	
Bank/Building Society/Credit Union Statement		35	
National Age card issued by An Garda Síochána		25	
Membership card from an Educational Institution		25	
Written statement from Principal confirming attendance at educational institution on letter head of that institution		N/A	100
Vetting Subject is unable to achieve 100 points but has provided Affidavit witnessed by Commissioner for Oaths.		100	100
Combined Minimum Score Required =100			

By signing this form, I confirm that I have reviewed the documents indicated above in relation to the Vetting Applicant and that I have validated the identity and current address of the Vetting Applicant in accordance with the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016. I also confirm that copies of the identification documents have been retained in accordance with the Data Protection Acts 1988 to 2003.

Contact Person
 Signature:

Date: / /

Appendix 9 – NVB 2

Guidelines for completing Online Vetting Form (NVB 2) **(Link received by email from National Vetting Bureau)**

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.

Section 1 Personal Details

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

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

For Gender field please tick the appropriate box.

Please provide changes of names, if any, from birth i.e. name change due to marriage, deed poll, adoption.

For Place of Birth, please state County/State of birth as this is a mandatory field.

Please state Country Of Birth as this is a mandatory field.

Please state your Passport Number where applicable.

Please state your Mother's Maiden Name as stated on your birth certificate.

Any fields not applicable to the applicant should be marked "N/A".

Section 2 Addresses

Please enter all your previous addresses in chronological order.

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

Insure that all years from birth to present are included.

Allow one letter per box and an empty box between words.

For the "Years From" and "Years To", please specify the year only.

It is permitted to have more than one address in any given year.

Section 3 Self Disclosed Criminal Record

Criminal record means a record of the person's convictions whether within or outside the state for any criminal offence together with any ancillary or consequential orders made pursuant to the convictions concerned or a record of any prosecutions pending against the person whether within or outside the state for any criminal offences or both.

A person shall not be obliged to provide details of any convictions to which Section 14A of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 applies.

Section 4 Liaison Person

This section is not to be filled out by the applicant.

Section 5 Declaration of Consent

The applicant must confirm their understanding and acceptance of the statement by ticking the appropriate box where indicated. The date must be the present date of signing.

Section 6 Additional Addresses

AN GARDA SÍOCHÁNA



Vetting Form NVB 2
NATIONAL VETTING BUREAU

Organisation Address:

Mary Immaculate College,
South Circular Road,
Limerick

Your Ref No:

NVB Reference No: 0 0 1 - -

Note To Applicant

- ▶ Return this form to the above named organisation.
- ▶ Do not send this form to the National Vetting Bureau or to any Garda Station.
- ▶ 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.

Section 1 – Personal Information

(to be completed by Applicant)

Forename(s):

Middle Name(s):

Surname:

Gender: Male: Female:

Is your Name at Birth the same as above? Yes: No: If No, please provide details:

Forename(s):

Middle Name(s):

Surname:

Date of Birth: D D / M M / Y Y Y Y

Place of Birth:

Country Of Birth:

Passport No:

Mother's Maiden Name:

Current Address: Year From: Y Y Y Y Year To: PRESENT

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode:

Also known as:
Name/Alias:

Appendix 10 – Statutory Declaration

Statutory Declaration

This statutory declaration must be completed prior to a person being appointed to any teaching or non-teaching position with a school authority unless the person being appointed has previously provided that school authority with a statutory declaration which was made during the same or previous calendar year.

“I _____ of, _____

_____ in the county of _____ aged eighteen years and upwards do SOLEMNLY AND SINCERELY DECLARE as follows:-

that to the best of my knowledge and belief there is nothing, from a child protection perspective, in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed in relation to children or vulnerable persons by virtue of my appointment to any teaching or non-teaching position in any recognised primary or post-primary school or any other state funded centre of education for children or vulnerable persons.

I am aware that I am not now, or in the future, required to disclose to a school authority details of any conviction regarded as spent under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016, but that, in accordance with section 10 of that Act, this does not however apply in the case of any conviction in respect of offences specified in Part 1 or 2 of Schedule 1 of that Act or those specified in Schedule 3 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Within a child protection context:

I hereby confirm my irrevocable consent to each of the employing school authorities to the making of such enquiries as they deem necessary in respect of my suitability for the post(s) in respect of which the applications are made.

I hereby accept and confirm the entitlement of each of the employing school authorities to reject my application or terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish the school authority with any information relevant to my application for the position or my continuing employment with the school authority.

I understand that any false or misleading information submitted by me in relation to my application for a position or my continuing employment with each of the school authorities will render me liable to automatic disqualification or render me liable to dismissal, if employed.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938.”

Signed: _____ Date: _____

Applicant

Print Name: _____

Declared before me [*name in capitals*] a [notary public][commissioner for oaths][peace commissioner] [practising solicitor]by_____

*who is personally known to me,

or

*who is identified to me by _____ who is personally known to me,

Or

*whose identity has been established to me before the taking of this Declaration by the production to me of passport no. [*passport number*] issued on [*date of issue*] by the authorities of [*issuing state*], which is an authority recognised by the Irish Government]

Or

National identity card no.[*identity card number*] issued on [*date of issue*] by the authorities of [*issuing state*] [which is an EU Member State, the Swiss Confederation or a Contracting Party to the EEA Agreement]

Or

[Aliens Passport no. (*document equivalent to a passport*)[*passport number*] issued on [*date of issue*] by the authorities of [*issuing state*] which is an authority recognised by the Irish Government]

Or

Refugee travel document no. [*document number*] issued on [*date of issue*] by the Minister for Justice, Equality and Law Reform]

Or

Travel document (other than refugee travel document) [*document no.*] issued on [*date of issue*] by the Minister for Justice, Equality and Law Reform

at

in the City/ County of

on the _____ day of _____ 20__

***Practising Solicitor / Commissioner for Oaths / Notary Public / Peace Commissioner**

*** Delete as appropriate**

Note: Further information in relation to Commissioners for Oaths and Peace Commissioners is available on www.citizensinformation.ie .

Appendix 11 –Self Declaration on Criminal Offences



SELF-DECLARATION ON CRIMINAL OFFENCES

Post	
Forename	
Surname	
Address	

Questionnaire on criminal offences:

1. Have you ever been convicted of a criminal offence in Ireland or in any other country¹?
 YES NO (Please circle the appropriate response)
1. Have you ever been charged with a criminal offence in Ireland or in any other country¹?
 YES NO (Please circle the appropriate response)

In the event that you have answered yes to either of the above questions please provide details below:

Date	Court	Offence	Court Outcome

¹ This does not apply to offences under the Road Traffic Acts (or similar legislation in other countries).



SELF-DECLARATION ON CRIMINAL OFFENCES

By signing below, you acknowledge that the College may make enquiries to check the accuracy of the information provided and that the College reserves the right to carry out criminal background checks on all applicants. Please note that any person being offered a position by the College will be subject to Garda/Police Vetting.

Mary Immaculate College Limerick, reserves the right not to proceed with your application for if you provide any information in this questionnaire which, in the reasonable opinion of the College, renders you unsuitable for same.

If you provide any false or misleading information in this questionnaire, Mary Immaculate College Limerick reserves the right not to proceed with your application or to withdraw any offer made or, where you have already commenced a role with the College, to terminate same.

Signed: _____

Date: _____

Please print name: _____

This form, once it has been completed and signed, should be returned directly to the Garda Vetting Office, Student Academic Administration, Room 112, Mary Immaculate College, South Circular Road, Limerick.

DATA PROTECTION NOTICE

Personal data, including sensitive personal data, collected as part of this application, will be processed for the purposes of coordinating, monitoring and evaluating this application only. Data collected will be retained in line with MIC's Records Retention Schedule. All Personal Data collected is stored in strict accordance with current Data Protection Legislation. Your privacy is important to us.