



Irish Underwater Council

Recruitment, Selecting and Vetting

Policy

IUC 228A

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Revision History

Irish Underwater Council (IUC) Recruitment, Selection & Vetting Policy

Introduction

The protection of children and vulnerable adults as well as the protection of your club and instructors is of paramount importance. The first step in this process is to ensure your club has a safe recruitment, selection and vetting procedure in place. This policy will detail what your club will need in order to ensure that you, your club and instructors are operating to the highest standards.

It is a legal requirement for all volunteers working with children in the Republic of Ireland to be vetted by the Garda Vetting Bureau as part of a safe recruitment policy.

It is a legal requirement for all volunteers working with children in the Northern Ireland to be vetted by Access NI as part of a safe recruitment policy.

There are two types of vetting checks available to the Irish Underwater Council – Garda Vetting, for the Republic of Ireland and Access NI, through NI Sports Forum for Northern Ireland



Safe Recruitment

Vetting is only one part of your responsibility to select and recruit people that your club feel are suitable for working with children and vulnerable adults. The following steps **must** be taken by any clubs working with children under the age of 18.

1. The club will have
 - A. Children's Officer,
 - B. Child Protection policy,
 - C. Risk Assessment,
 - D. Safety Statement,
 - E. Vetted Personnel.Club personnel in a club with access to GO Membership will confirm this with IUC head office when finalising approval of membership for the club member.
2. Your club must have in place a suitable Children's Officer. This person must complete the following steps
 - a. Participate on both the Basic and Advanced Code of Ethics for Children in Sport courses. These are provided on a regular basis by Local Sports Partnerships and Sport NI. The IUC can also provide this training if the need arises.
 - b. Have an up to date Child Protection policy, Risk Assessment and Safety Statement.
 - c. Have Vetted Personnel cleared to work with children or vulnerable adults through the IUC.
3. **Before** any volunteer or staff member partakes in training of an underage person they must complete the following steps
 - a. Applied for **and been granted** vetting clearance by the IUC
 - b. Complete the Annual Declaration/Code of Conduct for Adults and return this to the club Children's Officer
 - c. Have taken part or agree to take part in Basic Code of Ethics for Children in Sport course. These are provided on a regular basis by Local Sports Partnerships and Sport NI. The IUC can also provide this training if the need arises.



4. The club committee including the club Children Officer, will then recruit volunteer persons who they feel are suitable for the role, ensuring all the above steps have been completed. The decision to grant permission to work with under 18's within the club should be documented in the club committee meeting minutes.

Vetting

Why undertake vetting?

We want to ensure that children and vulnerable adults within our organisation are protected as far as possible and this is just one important step in the process. **It is also now a legal requirement to be vetted through the IUC if you are volunteering or working with children within our organisation.**

Who will be required to be vetted?

All persons within IUC with access to children and those making decisions regarding the welfare of children at club, regional and national level will be required by law to be vetted.

Re-vetting

All individuals will undergo re-vetting after 5 (five) years or as determined by IUC as being required by future circumstances. Any individual in a regulated position in a target group may be re-vetted if information concerning suitability to work with children comes to the attention of a Club, Region or IUC.



Vetting Procedure – Republic of Ireland

The organisation has one Authorised Signatory (AS) – Sarah Campbell

- Appointed and registered with Garda Vetting Unit (Unit)
- Act as liaison between Garda Vetting Unit and IUC

How to complete your Evetting

1. Download and complete invitation to E-Vet from the IUC website
2. Bring the completed form and 2 forms of ID (using the 100 point check) to your club Children's Officer and ask them to sign
3. Send in the invitation to EVetting along with copies of your identification
4. Within 30 days you will receive an email from the Garda Bureau inviting you to complete the EVetting process. You will have 21 days to complete this so please check your emails regularly (check your SPAM folders too)

If there is no information disclosed you will be informed by email and this will be recorded on the IUC secure vetting database.

Return of disclosed information

- The Evetting system will return the Evetting form to the IUC Authorised Signatory (AS) who will review.
- On receiving information that may preclude the applicant, the original application form will be checked for each detail to ensure it is correct and that the disclosed information refers to the applicant.
- The applicant's details and nature of information will be confirmed by email or phone call. The AS will give an assurance of confidentiality.
- Each disclosure will be examined by the AS and review committee to determine the suitability of the applicant for the position applied Note: The applicant is never identified to the review committee but assigned a number.

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- This decision will be made on an individual basis, based on the nature of the disclosed information.
- The AS will bring the any disclosures listed in IUC vetting policy to the Vetting Review Committee
- If the individual is deemed not suitable to work with children this will be communicated to the individual in accordance with the communication procedure. They will be afforded the opportunity to withdraw from the application process or step aside. In the event that an applicant withdraws their application, information concerning their suitability for working with children will not be released.
- Where the individual is deemed suitable for their position this will be communicated to the individual in accordance with the communication procedure and this will be recorded on the vetting database.

Disputing Disclosed Information

The Garda Vetting Bureau has a dispute mechanism in place in event of an individual contesting the disclosed information.

In the case of any disclosure being disputed by the applicant the following procedure will be applied:

- The exact basis of the dispute will be noted by the AS on communication with the individual
- A report outlining the basis of the dispute as indicated by the applicant will be sent to the vetting bureau.
- The Vetting Bureau will recheck the original submission.

If following a recheck the applicant still disputes the information, arrangements with the Bureau will be made for further identification procedures to be conducted in order to resolve the dispute.



Until all disputes have been settled the individual will not be able to take any position (or must step aside in a current position) within the target group.

All decisions on the suitability of an applicant following a recheck are a matter for IUC and An Garda Síochana will not be involved in such decisions.

[Disputing the Decision of the Vetting Review Committee](#)

The Vetting Review Committee has a responsibility to observe professional standards and will be cautious to recognise their own values and personal ethics in evaluating the seriousness and the relevance of an offence.

Any dispute concerning the decision of a Vetting Review Committee should be submitted in writing. Advice from a 'Children First' Advice and Information Officer from the HSE as an independent advisor will be taken and this will be communicated to the individual in accordance with the protocol. The outcome of this decision will be final.

All data is kept in accordance with the Data Protection Acts 1988/2003 by the Authorised Signatory on behalf of IUC. All information is kept in a secure cabinet in IUC head Office. The Authorised Signatory is the only key holder for the secure cabinet.

[Vetting Procedure – Northern Ireland](#)

- Download the ID and Role Validation form and Disclosure form (Northern Ireland folder).
- Fill in ID form and ask senior club official - Chairperson, Secretary or Diving Officer- to fill in (including ID checked and H2 – clarifying the specific role) and sign.
- Fill in Disclosure form and return both to Sarah Campbell in IUC head office.

If there is no information disclosed by applicant or the vetting process you will be informed by letter and this will be recorded on the vetting database.



Completed Application forms

On receipt completed application forms will be checked by the Authorised Signatory for errors or omissions. Applicants for Garda vetting will be entered on a separate database by the Authorised Signatory with the following information:

- Name
- Last address
- Batch number and date of submission to the Unit

All data is kept in accordance with the Data Protection Acts 1988/2003 by the Authorised Signatory on behalf of IUC. All information is kept in a secure cabinet in IUC Head Office.

Return of information

The original application form will be returned with any disclosed information to the AS.

Processing the disclosed information

The assessment of suitability will depend on the nature of the position applied for/presently held, the self-disclosure of any prosecutions or convictions and the seriousness, timing and any possible pattern that emerges of any information disclosed. The integrity of the applicant with regard to self-disclosure or lack of disclosure on the initial application form will be considered.

On receiving information that may preclude the applicant, the original application form will be checked for each detail to ensure it is correct and that the disclosed information refers to the applicant.

- If the applicant has self-disclosed the information and this agrees with the disclosure from the vetting body the decision must be made depending on the type and nature of the offences disclosed.
- If the applicant has not self-disclosed and information is received from the vetting body this requires to be checked with the applicant.



Disclosure of certain types of convictions/prosecutions will automatically preclude the applicant from a position working with children. Examples of offences that will automatically prohibit an applicant are:

- Any offence of a sexual nature
- Any offence against a child or of child abuse or pornography
- An offence that causes gross bodily harm
- Any offence of murder or manslaughter
- An offence of kidnapping
- A series of continuous offending that might cause concern for the well-being of children
- Any charges concerning abuse of a child that are sent for trial by the Director of Public Prosecutions.

All decisions on the suitability of an applicant are a matter for IUC

Communication

When the AS is required to communicate with the applicant for any reason the following protocol will be adhered to:

- The AS will verify the person is the applicant
- No messages will be left if called by phone
- No discussion will take place with any other person, spouse or partner
- The AS will give an assurance of confidentiality

If the AS is required to verify disclosed details the applicant will be asked:

- Is there anything they remember concerning the time of the offence
- Have they have ever been to court
- For any relevant information concerning the disclosed information
- To consider the significance of the disclosure in relation to the position applied for

All responses should be noted. If any of the information is disputed the Disputes procedure in this policy (see below) must be followed.



Existing Personnel

An assessment must be made of the suitability of the individual to hold their present position. This decision will be made on an individual basis, based on the nature of the disclosed information. No decision shall be made unless any disclosed information is verified in accordance with the procedure in communicating with the applicant. In the case of a disclosure the IUC Vetting Committee, made up of three people to include the AS will determine the suitability of the individual for the position. The Vetting committee will at no stage be given the identity of the individual of whom there is a disclosure, the individual will be given a number by the AS and this number and the identity will be kept confidential. The only exclusion to this rule is where an individual is invited into interview where the AS and one other committee persons will be present. If the individual is deemed not suitable to work with children they will be afforded the opportunity to withdraw from their current position. Where the individual is deemed suitable for their position this will be communicated to the individual in accordance with the communication procedure and this will be recorded on the vetting database.

Data Security

The data submitted by the applicant and any responses from the vetting organisations is subject to data security.

IUC will only release information concerning the suitability of an individual to a person who needs to know. In the event that an applicant withdraws either their application for a position or from their position, information concerning their suitability for working with children will not be released.

In accordance with the rules laid down in the Data Protection Acts 1988/2003 the Authorised Signatory on behalf of IUC will:

- Obtain and process information fairly
- Keep this information only for one or more specified, explicit and lawful purposes
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- Use and disclose information only in ways compatible with these purposes
- Keep information safe and secure
- Keep information accurate, complete and up to date
- Ensure that any information is adequate, relevant and not excessive
- Retain information for no longer than is necessary for the purpose or purposes
- Give a copy of his/her personal information to an individual, on request

Disputes

Disputing Disclosed Information

The Garda Vetting Unit has a dispute mechanism in place in event of an individual contesting the disclosed information.

In the case of any disclosure being disputed by the applicant the following procedure will be applied:

- The exact basis of the dispute will be noted by the AS on communication with the individual
- The original application form will be resubmitted to the unit for a recheck - containing a covering report outlining the basis of the dispute as indicated by the applicant

If on examination of the original form there was an error in the completion of the form this should be rectified by the applicant by completing a new application. The original and the new application forms will be submitted together with a request for a recheck. If following a recheck the applicant still disputes the information, arrangements with the Unit will be made for further identification procedures to be conducted in order to resolve the dispute.

Until all disputes have been settled the individual will not be able to take any position within the target group. If the dispute involves existing personnel it is recommended that supervision is put in place until the dispute resolved.



All decisions on the suitability of an applicant following a recheck are a matter for IUC and An Garda Síochána will not be involved in such decisions.

Disputing the Decision of the Authorised Signatories

The Authorised Signatory has a responsibility to observe professional standards and will be cautious to recognise their own values and personal ethics in evaluating the seriousness and the relevance of an offence.

Any dispute concerning the decision of an Authorised Signatory should be submitted in writing to IUC. Advice from 'Children First' Advice and Information Officers from the HSE as independent advisors will be taken and this will be communicated to the individual in accordance with the protocol. The outcome of this decision will be final.