

# GARDA VETTING



At Glasnevin Educate Together, parental involvement is a huge part of our ethos. Parental involvement allows children to see their parent(s)/carer(s) working collaboratively with the school, thus promoting their sense of value in education. We want to ensure that all our children are safe and happy and to that end, a Garda Vetting Policy was drafted and ratified by the Board of Management (available on GETNS website)

In line with the Child Protection Act and best practice, all volunteers at the school, either class based or school based, should have Garda Vetting clearance – see link <https://vetting.garda.ie/Application/About>

It is very straightforward and only takes a few minutes as follows :

Complete the Invitation form (attached). Attend the school to meet with our Child Protection Officer (Our Principal Roisin Conlon) and bring along the invitation form duly completed together with photo id (passport/driver licence/social welfare card with photo) and address id (utility bill addressed to you at your permanent address – note mobile phone bill is not acceptable form of id).

The school then sends the invitation form to the headquarters of the organisation (Educate Together) who in turn send it to the Garda Vetting Bureau.

You will then receive an email giving you an application number and inviting you to apply online for Garda Vetting.

You then complete the form online (first page screenshot attached) and that's it - everyone is safe as houses !!





## **Guidelines for completing Vetting Invitation Form (NVB 1)**

Please read the following guidelines before completing this form.

### **Miscellaneous**

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

The Form should be completed in ball point pen.

Photocopies will not be accepted.

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

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

### **Personal Details**

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

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

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

Please allow one digit per box for your contact number.

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

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

### **Role Being Vetted For**

The role being applied for must be clearly stated. Generic terms such as “Volunteer” will not suffice.

### **Declaration of Application**

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

Educate Together,  
Equity House, 2<sup>nd</sup> Floor,  
16/17 Upper Ormond Quay,  
Dublin 7.



Your Ref:

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Form NVB 1

## 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 to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):																					
Middle Name:																					
Surname:																					
Date Of Birth:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;">D</td><td style="width: 20px;">D</td><td style="width: 20px;">/</td><td style="width: 20px;">M</td><td style="width: 20px;">M</td><td style="width: 20px;">/</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td><td colspan="10"></td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y										
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

Full Name of School:

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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:

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Date: 

D	D	/	M	M	/	Y	Y	Y	Y
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Note: Please return this form to the above named school. An invitation to the e-vetting website will then be sent to your email address.

Our Services > eVetting >  Complete Application

## Complete Application

On commencement of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016 the National Vetting Bureau will provide Garda Vetting applicants with the ability to apply online using our eVetting facility.

To use our 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

To begin, please enter your email address and date of birth and then press the Enter button.

Application Id

Email

Date of Birth

dd/mm/yyyy

