



## **Garda Vetting Policy 2020/2021**

Archery Ireland will undertake Garda Vetting in accordance with The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 which provides a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons.

In order to protect children and vulnerable people Archery Ireland will appoint a National Vetting Officer to be assisted by a Line Manager (Vetting Officer) in each club. The National vetting Officer will be fully trained by the Garda Vetting Unit in their duties. Members, volunteers or persons who wish to join the association, any of its affiliated organisations and take up any of the defined roles under the Act will have to complete a Garda vetting form if requested to do so and return it to their club. The four categories of role as defined by Archery Ireland & the National Garda Vetting Bureau to be compliant with the act are:

1. Coach working with athletes 18 years and under / vulnerable adults
2. Designated Person working with children 18 years and under / vulnerable adults
3. Athlete Protection Officer working with athletes 18 years and under / vulnerable adults.
4. Chaperone working with athletes 18 years and under/ vulnerable adults

While these are the primary roles requiring vetting, Archery Ireland reserves the right to add / remove roles as required either through operational requirements or changes in legislation. Each person filling one of these roles must be vetted every 3 years in accordance with the Act.

The person being vetted should sign their name on the Official Archery Ireland vetting form along with supplying all of the required information truthfully as defined by the Act outlined in the notes supplied with the forms online. On receipt of the vetting form the Line Manager should enter it into a log book and return it to the Vetting Officer at Archery Ireland. At no time should the Line Manager or any other person attempt to change a vetting application as to do so will be seen as a serious breach of the rules.

Due to the sensitive nature of the role of vetting, the Vetting Officer has the authority to select a sub-committee which will be made up of 3 people. The sub-committee may have one non-member on it to assist in its work should the Vetting Officer feel that person's experience is of value to the working of the committee. Upon selection the sub-committee should be ratified by the National Executive Committee. The role

of the sub-committee shall be to assist the Vetting Officer in making decisions on the suitability on persons being vetted. The sub-committee will not include the Vetting Officer and members of the sub-committee will not at any time be aware of the identity of any subject being vetted.

1. It is the responsibility of every club to ensure that all persons, both members and volunteers, who are required to be vetted are correctly vetted and logged appropriately.
2. Forms should be filled in using a blue or black ball point pen and in a legible manner.
3. The vetting form should be returned to the club official designated to deal with them (i.e. Line Manager).
4. The Line Manager should be happy with the identity of the person being vetted and should insist on valid photo identification(See points score on vetting application form).
5. Any forms returned to the Vetting Officer which are illegible or incomplete will be returned to the line manager in a sealed envelope. The Line Manager shall, having logged it, return it to the person being vetted.
6. Should any club fail in its duties in regard to Garda vetting they may have their club affiliation revoked.
7. Any person refusing to return completed vetting forms to the club within 28 days, will be deemed as un-vetted & unsuitable to work, train or compete with children or vulnerable people, and may be refused membership of Archery Ireland, and any affiliated clubs or organisations.
8. Any person supplying false or misleading information may be deemed as unsuitable to work with children and or vulnerable people and may be refused admission to Archery Ireland or any club affiliated to it.
9. People may be asked to leave the organisation, affiliated organisations or clubs on receipt of information from the Garda Vetting Unit or can have their membership renewal refused, or may be refused entry to a club or Archery Ireland . People who have been vetted in the past may be requested to be re-vetted at the discretion of the vetting Officer or club official.
10. The Vetting Officer has the right to hold information on persons being vetted, or who have been vetted, in accordance with guidelines on the storage of such information for an unlimited amount of time.
11. Should the Vetting Officer receive a written request from a person being vetted then the Vetting Officer has a right to photocopy the disclosure file and send a copy to that person only.

12. The Vetting Officer has the right to disclose information received from the Garda vetting office to the line manager designated by the club to receive such information, or members of a sub-committee dealing with vetting, to assist the committee in their decision making in relation as to the suitability of that person.
13. The identity of the person being vetted should not be revealed to the sub-committee when they are attempting to ascertain the suitability of that person.
14. The only people who should have access to Garda vetting files are the national vetting Officer or persons selected by him to assist in his or her duties.
15. Persons involved in vetting i.e.: Vetting Officer, Line Managers or sub-committee members must sign up to standing orders in relation to confidentiality for committee members.
16. Should any member of Archery Ireland or affiliated organisation become aware of any person who has been refused entry to Archery Ireland or affiliated organisations on the basis of information received from the Garda vetting office, attempting to join another club or organisation then they have a duty of care to inform the other club that the person was refused entry to Archery Ireland .
17. All files and information received in relation to vetting can only be used within Archery Ireland and cannot be shared with any clubs or organisation.
18. Any person submitting a vetting form which is incomplete, misleading, or for whom a disclosure was made from the Garda Vetting office, has a right to reply to the national vetting Officer.

# Vetting Process Flow Chart



