

E-VETTING FAQ:

The information below pertains to e-Vetting as carried out by An Garda Siochana National Vetting Bureau.

Did you know, it is now a legal requirement that all staff, paid and voluntary, who work regularly with children and/or vulnerable adults must undergo the Garda Vetting process? This draws on the [National Vetting Bureau \(Children and Vulnerable Adults\) Act 2012 to 2016](#).

An individual may not commence working/volunteering with children or vulnerable adults as a member of Basketball Ireland until their Garda Vetting has been completed and the results conveyed to the Liaison person. In fact, it is an offence to start a person in such activities before their Garda Vetting has been satisfactorily completed.

Basketball Ireland has recently moved to **e-Vetting**. This means that National Garda Vetting Bureau now process vetting applications online. This is an exciting departure and should facilitate a speedier and smoother process for all involved. As a result, there are a number of changes in the Garda Vetting application. Please use the FAQ below to guide you in these changes.

For additional information and FAQ, please visit the National Garda Vetting Bureau website.

Q: Who is required to be vetted?

A: All Basketball Ireland members with direct responsibility for the supervision and safety of children and/or vulnerable adults, and those in a management role of these volunteers/workers will be required to partake of the vetting process by law. These positions are referred to as **regulated activity positions**.

Regulated activity positions include but not limited to:

- Associate Members*
- Board Members*
- Officials*
 - Coaches
 - Commissioners
 - Referees
 - Table Officials
- Safeguarding Officer
- Team Managers
- Club Committees*
- Designated Persons
- Employees*

- Leaders
- Message Therapists
- Physiotherapists
- Regional Boards*
- Standing and Board Appointed Committee
- Other personnel

*Unless the positions highlighted above are responsible for one of the roles below on a regular basis then they would not be required to undergo a vetting or disclosure check. A Vetting or Disclosure check will be required where an individual undertakes relevant work or activities relating to children or vulnerable adults, where such involvement includes:

- Coaching, Mentoring
- Teaching, training or instruction
- Care or supervision, including health care and relevant personal care
- Advice or guidance provided wholly or mainly for children relating to their physical, emotional or educational well-being
- Moderating a public electronic interactive communication service likely to be used wholly or mainly by children
- Driving a vehicle being used only for conveying children and carers or supervisors.

Q: What are the steps involved in the Garda e-Vetting Process?

A: See step by step process above

Q: How is an applicant's identity validated?

A: A designated **Responsible Person*** must check the identity of the applicant against an original valid form of identification as specified on the e-Vetting & ID Validation form. The Responsible Person completes the ID validation form and signs it confirming that they have verified the identity of the applicant.

This Responsible Person must tick the appropriate box for the form of ID that was used to verify the identity of the applicant.

Who qualifies as a *Responsible Person?

The following Responsible Persons may verify the applicant's identification and sign the Garda Vetting Invitation ID Validation form:

- **Basketball** Ireland Staff
- **Basketball** Ireland Tutor or Club Designated Person (Safeguarding / Child Protection Officer)
- If not a member of **Basketball** Ireland Club, the designated person may be one of the following:

Garda | Member of Clergy | Medical Doctor | Solicitor | Lawyer | Elected Public

100 Point Rule

The 100 points system for ID validation has been designed by an Garda Síochána NVB (National Vetting Bureau) and must be observed. This means that your proof of identification must reach 100 points; for example a driver's license (credit card type) carries 80 points and therefore must be accompanied by an additional form of ID (eg. Utility Bill) totalling 100 points or more.

Please click [here](#) for more information on the 100 point system and to view the weight carried by different forms of acceptable identification.

Please note, combined ID must cover proof of the *full name* | date of birth | current address | *at least one form of photo ID* of applicant to be verified by the Responsible Person.

For this reason, **Basketball Ireland recommends a combination of either passport/driver's license and a recent utility bill** in order to satisfy all requirements.

Q: Vetting Persons under 18 years of age

A: ***Please note vetting cannot be conducted for persons under 16 years of age***

At times, it may be necessary to vet persons under 18 years of age. However, it is essential to consider whether it is suitable for a person to work in a role of responsibility that necessitates a check before the age of 18.

Applicants under 18 years of age will require a Parental Consent Form in addition to their Garda e-Vetting Invitation and ID Validation Form. This can be accessed [here](#).

ID Validation for under 18s

Children under 18 may not have appropriate ID; therefore, the 100 point rule is allocated differently.

The ID requirements for a person Under 18 years are [available here](#).

*****Please note vetting cannot be conducted for persons under 16 years of age*****

Q: Does a vetting non-disclosure / disclosure immediately qualify / disqualify me from engagement with Basketball Ireland?

A: A vetting non-disclosure or disclosure does not immediately qualify or disqualify a person from engaging with Basketball Ireland.

Garda Vetting results in a disclosure:

A conviction, prosecution or case pending will not necessarily bar an applicant for consideration for engagement. The following criteria will be considered;

- The nature and number of any convictions
- The frequency of any convictions
- The post for which the person is seeking engagement

- The self-disclosure of the conviction/case pending by the applicant
- The time lapse since the conviction
- A change in circumstances since convictions

Garda Vetting results in a non-disclosure:

Equally, the vetting process does not provide clearance for people to work with children and/or vulnerable adults; it must be perceived as merely a check to ensure that there is no known information that would mean the person is a risk to children / vulnerable adults and it should be seen as part of the recruitment process. Other factors will be taken into consideration when judging a candidate's eligibility for the role.

Disclosures of concern:

The Authorised Liaison will refer disclosures of concern to the Vetting Review Panel for further discussion. The Panel will consider and make recommendations with respect to vetting applications and returns referred to it by the Basketball Ireland Authorised Liaison. The Panel is appointed annually by the Basketball Ireland General Secretary and shall consist of no less than 3 members (to include the National Safeguarding Officer and General Secretary). Minutes of all decisions/recommendations will be made and kept securely by Basketball Ireland. No documentation relating to the vetting process may be copied and/or retained by members of the panel except where identified as a requirement under Basketball Ireland procedures. Where appropriate decisions may be made or ratified by telephone or email.

Data Protection

Basketball Ireland complies with best practice regarding the secure storage, handling and use of the Vetting Bureau disclosures and personal vetting information as per Data Protection Policy and legal obligations under Data Protection Legislation. All information pertaining to the vetting process will be held in a manner consistent with this practice.

Q: What is Basketball Ireland's policy regarding the re-vetting of its staff/volunteers?

A: Basketball Ireland has a policy that members are to be re-vetted after 5 years – this may change where legislation requirements are amended. Any individual may be re-vetted if information that would affect a decision concerning an individual's suitability to work with children / vulnerable adults comes to the attention of a Club, Region or member of Basketball Ireland.

We kindly ask that all vetted staff/volunteers inform Basketball Ireland should they become subject to a criminal investigation during the course of their involvement with the organisation.