

# APPENDIX 1 - GARDA VETTING (E-VETTING) PROCEDURE

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The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. The Act also creates offences and penalties for persons who fail to comply with its provisions.

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 (NVB) in respect of that person.

Garda Vetting is conducted on behalf of registered organisations (in this case Cricket Ireland) only and is not conducted for individual persons on a personal basis. If you are seeking employment or intending to volunteer with an organisation, which conducts relevant work, you may be asked to make an application to be vetted.

Since 2016, Cricket Ireland has used the **NVB eVetting System** and this has improved turnaround times and communication between the applicant and Cricket Ireland. It is essential that all personnel in the Republic of Ireland, either paid or voluntary, who have significant access to, and are doing relevant work with children or vulnerable adults and all Cricket Ireland Staff Members (in the Republic of Ireland and Northern Ireland), must undergo a NVB check. The new eVetting procedure is as follows:

## Step 1 – Who and what roles should be vetted

A cricket club identifies positions within their club, either paid or voluntary, which they believe meet the criteria for an individual to undergo an Enhanced Disclosure with Barred List Check.

Cricket Ireland recommends that if there is any doubt about a role you should contact your Club Children's Officer who may seek guidance centrally.

## Step 2 – Finding the correct forms to complete

Click on the following website link <http://www.cricketireland.ie/get-involved/coaching/garda-vetting>. When on the webpage, open up and complete the forms that are appropriate to the applicant:

- All applicants must complete the **Invitation to Garda Vetting (E-Vetting Procedure) Form – NVB 1**.

- Make sure to complete Section 2 – Cricket Ireland is the name of the organisation, tick the box that allows consent to make the application and make sure to sign inside the relevant box.
- **All applicants must complete the Cricket Ireland Garda Vetting ID Validation Form.**
- Section 2 needs to be signed by a person from the applicant's Club or Umpire Committee or a Cricket Ireland Staff Member or a person in a position of responsibility e.g. a Lawyer/Solicitor/a member of An Garda Síochána. The signatory must tick the second page and the documents that they have seen to confirm the identity of the applicant.
- **Please be aware of Section 3.2**, as Cricket Ireland need the applicant to also send a copy of a recent (inside the last 6 months) utility bill, which has the applicant's current address on it.
- **The Parent Consent Form – NVB 3 – is only for those applicants who are between 16 and 18 years old.**
- All contact details (email address / phone number) on the Garda Vetting Form must be those of the Parent / Guardian – all contact between the NVB and the applicant must be done through the Parent / Guardian.

## Step 3 – What to do after completing the relevant forms

Please post **ALL** completed forms, along with copies of the ID Validation documents that the signatory from Section 2 has seen to:

Garda Vetting Department  
Cricket Ireland  
Unit 22 Grattan Business Park  
Clonshaugh  
Dublin 17  
D17 X244

## Step 4 – What happens then?

The Authorised Signatory (AS) for Cricket Ireland, will input the information provided by the applicant into the NVB online system and submit it to the NVB.

The NVB will then contact the applicant via email (from an **@garda.ie** email address – **please check both main and junk inboxes**), for the applicant to put all their previous addresses (make sure that all addresses in Northern Ireland have a postcode [postcodes can be found by clicking on this link <http://www.royalmail.com/find-a-postcode>]) or if the applicant has had any previous convictions, into the NVB system.

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Once the applicant has submitted all these details into the NVB system, the NVB will email the Cricket Ireland AS, to review the submission and the AS will check to make sure all the details are OK (postcodes / timings at addresses to make sure there are no gaps in years) just in case there are any potential mistakes or errors, which might mean that the NVB 'reject' the application. If this is OK, the AS will then submit the application back to the NVB.

The NVB will do their checks and once this is complete, they will then submit their disclosure to the Cricket Ireland AS. The AS will check over it and if all is clear, Cricket Ireland will submit a Garda Vetting Clearance Letter to the applicant.

If there are disclosures for previous convictions, the AS will inform the Cricket Ireland Child Safeguarding Panel, who will contact the person linked to the previous convictions to make sure that these disclosures should be attached to the person. Appropriate discussion / action will be taken in respect of the disclosures, especially in terms of Child Safeguarding. In instances where the Safeguarding Panel is concerned about the suitability of an individual in their current role within a club based on the Garda Central Vetting Unit check or wishes to seek clarification, the individual in question will be contacted directly and invited to a confidential meeting to assist in the decision-making process.

In terms of time-frames, from when the applicant inputs their information into the NVB system to when a Cricket Ireland Clearance Letter or contact is made with the applicant about previous convictions, the process can take up to three weeks.

### **Any further questions on Garda Vetting**

Please contact:  
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