
Garda Vetting Policy

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Torc Community & Family Resource Centre Garda Vetting Policy

Membership and Authorised Signatory

Torc Community & Family Resource Centre (CFRC) is a member of the National Forum of Family Resource Centres Garda Vetting Consortium, through which we avail of Garda vetting. The National Forum of Family Resource Centres acts as our Authorised Signatory.

What is Garda Vetting?

Garda vetting is a procedure through which An Garda Síochána, with a person's permission, discloses any information held on Garda file.

Under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016, disclosure may include details of all convictions and/or prosecutions, successful or not, pending or completed, in the State or elsewhere. This information is disclosed to the Authorised Signatory in the registered organisation.

Who will be vetted?

In line with legislation and best practice, Garda vetting is conducted in respect of all personnel working or volunteering with Torc CFRC, including but not limited to:

- Family Support Workers
- Community Development Workers
- Social Prescribers
- Managers
- Administrative staff (where appropriate)
- Student placements and volunteers

All existing staff/volunteers will be re-vetted after a period of 3 years. Torc CFRC may also carry out random re-vetting where deemed appropriate.

If Garda vetting has not been returned before the commencement of duties, the role may be modified so that the person has no direct unsupervised access to children, young people, or vulnerable adults until clearance is confirmed.

Nominated Garda Vetting Contact Person

The Nominated Garda Vetting Contact Person is employed by the National Forum of Family Resource Centres. Their role is to manage all Garda vetting applications submitted by Torc CFRC.

Garda Vetting Procedure

1. The Manager or Deputy Manager will distribute Garda vetting invitation forms to applicants.
2. Completed forms are checked for accuracy and completeness. Incomplete forms are returned to the applicant.

3. Completed forms and identification are submitted to the Authorised Signatory at the National Forum of Family Resource Centres.
4. Vetting is processed through the e-Vetting system. The National Vetting Bureau engages directly with the applicant via email/online form.
5. The final vetting disclosure is then sent to Torc CFRC by the vetting office.
6. Proof of address and photo ID must accompany all applications.

Storage of Forms and Data Protection

- Original Garda vetting application forms, together with any disclosures, are held securely in the individual's personnel file.
- Files are retained for the duration of employment/volunteering and for 7 years thereafter.
- All records are handled in compliance with Data Protection Acts, GDPR (2018), and Torc CFRC's Data Protection Policy.
- Access is restricted to authorised personnel only.

Disputes

Where an applicant disputes the accuracy of any detail contained in their Garda vetting disclosure:

- The applicant should outline the dispute in writing to the Manager/Deputy Manager.
- This statement, along with the application, will be forwarded to the Authorised Signatory at the National Forum of Family Resource Centres.
- If errors occurred on the original form, a new form will be completed and submitted along with the original.
- Further checks may be conducted with the National Vetting Bureau.
- Applicants will be kept informed throughout.

Decision Making

A Decision Making Panel (Manager, Deputy Manager, and/or Board member(s)) will assess disclosures.

Automatic disqualification applies where there is evidence of:

- Any form of child abuse or concerns
- Any form of vulnerable person abuse conviction
- Listing on the Sex Offenders Register
- Convictions for violent crimes

Further considerations include:

- Nature, seriousness, and relevance of the offence
- Time elapsed since the offence
- Frequency/pattern of offences
- Circumstances of the offence and applicant's explanation
- Self-disclosure by the applicant
- Changes in circumstances since the offence
- Road traffic convictions where relevant to the role
- Remorse and motivation for change

- References and other supporting information

The disclosure will be verified with the applicant, and further details may be sought from the National Vetting Bureau if required.

Assessing Disclosures – Possible Outcomes

1. Appointment Approved: Applicant may proceed with employment/volunteering.
2. Restricted Appointment: Applicant may proceed with conditions (e.g., exclusion from driving duties following a driving offence). Terms will be confirmed in writing.
3. Appointment Denied: Applicant is informed in writing that they are unsuitable for the role.

Throughout, fairness, confidentiality, and dignity will be upheld.

Commitment to Fairness

All decision makers must act without malice and with fairness. Applicants may be asked for additional information or to attend a meeting. Decisions are based on all available information.

Data Protection and Confidentiality

- All disclosures and records are confidential.
- Data is processed only for the purpose of safeguarding and recruitment.
- Individuals have rights of access and correction under data protection legislation.
- Garda vetting data received via the National Forum of Family Resource Centres is for the sole use of Torc CFRC.

Re-Vetting

In line with best practice and safeguarding frameworks, all staff and volunteers will be re-vetted every 3 years or sooner if required.

Review

This policy will be reviewed every 3 years or earlier if legislation, Tusla guidance, or best practice requires it.

Revision No.	Approval Date	Document Reference and Changes Made	Name