

Section 4 : Step by Step Guide to Individual Garda Vetting

Notes :

- The only persons in your band who need to be Garda Vetted are the piping, drumming, or drum major instructors. Garda vetting is NOT a personality check on a person's suitability to be an instructor of children: it is merely a check to see if the person has a criminal recording pertaining to child abuse. Garda Vetting is a LEGAL requirement for all instructors, coaches, or teachers of children.
- To vet someone unnecessarily is actually an offence under the law.
- The term 'validator' is used by the Garda vetting. In large organisations, there would be a need for a separate position or person but the recommendation for bands is to have the DLP as the 'validator'.
- If an applicant ticks the 'having lived abroad' box, then foreign addresses must be included.
- ID provided must match the applicant's name. (e.g. do. Not use maiden name, etc.)
- The DLP is asked to double check the date of birth and the applicant's e-mail address and ensure that the e-mail address is legible.
- If the applicant is from Northern Ireland, the postcode MUST be used.
- Eircodes are not yet compulsory but they are recommended .

1. Download the IPBA Garda Vetting Application Form.
2. BLOCK CAPITALS should be used when filling in the Vetting Application form.
3. Complete the form and send it to Brian MacMahon, 39 Pondfields, New Ross, County Wexford. Y34 A326
4. **Enclose copies of TWO forms of ID** – one of which should be a **Photo ID** and the other a **Proof of Current Address** . See below for further information.
5. All submissions for Vetting to the IPBA Vetting Officer must be submitted by a band's Designated Liaison Person (Child Protection Officer) rather than by the individual applying to be vetted.
6. The band's Designated Liaison Person must write the relevant day's date on each item. He/she must print his/her name on each of the items being submitted for identity purposes. The DLP must also initial or sign the documents.

7. The names, addresses and DOBs on the documents must be the same as on the Application Form (form NVB1).
8. Enclose a cheque for €10 payable to IPBA. (Please note that the €10 fee covers Carlow Volunteer Centre expenses and the Garda Vetting charge. The IPBA lodges the cheque and pays Carlow Volunteer Centre by quarterly invoice).
9. Carlow Volunteer Centre will create an e-vetting invitation using the data from this form and issue an invitation to your band instructor via an email link.
10. An electronic invitation via a secure email link will be issued to your band instructor and the instructor can then track his/her own application.
11. **The Link issued to your band instructor will remain active for 30 days only.** If he/she doesn't complete their online application in that time, they and you, the DLP, will need to start over again and go back to step 1. You will also be charged a second time.
12. On completion of the Garda Vetting , which should be within two weeks of receipt of the electronic application , The IPBA DLP will receive the Garda Vetting Certificate. A copy of the Vetting Certificate will then be e-mailed to the instructor.
13. If you have any queries regarding Garda Vetting , you can contact the Garda Vetting officer of the IPBA using the contact Brian Mac Mahon on ipba@icloud.com or 0868326316.
14. The national vetting bureau has advised that **any Northern Ireland addresses** must have the 7 digit postcode or the application will be returned to be completed again.

What happens if an IPBA member has a criminal record?

- The fact of having a criminal record does not preclude a person from becoming a pipe band instructor.
- All certificates are issued to the DLP of the IPBA and will state whether or not a person has a criminal record. It will also state the nature of the criminal offence.
- If the criminal record involves abuse of children or vulnerable adults, then that person cannot, under any circumstances, be involved in instructing children. The IPBA DLP will inform the band DLP of the nature of the offence.
- If a person has been found guilty of a serious crime (armed robbery, murder, assault occasioning harm, domestic violence, sexual violence), then the band DLP will be advised by the IPBA DLP of the nature of that offence.

- Road traffic and other less serious offences are not deemed to be of importance when considering suitability to teach children and will remain confidential.

Forms of ID acceptable :

- 1. Photo ID :** Passport, ID card with photo ; Driver's Licence, etc.
- 2. Verification of Current Address :** Identification should be produced for the purpose of the verification of current address and may include recent utility bill (gas, telephone and electricity), Bank / Building Society / Credit Union statement heading and birth certificate. All that is required is the Heading Part of your utility bill or statement i.e. the part that shows your address and name.

In the absence of this documentation, an applicant has the option of swearing an Affidavit / Affirmation before a Commissioner of Oaths to verify their identity. Please note there may be separate requirements by a Commissioner of Oaths in this regard.

