

Scouting Ireland - Vetting

Policy & procedure September 2023

Vetting Team

Scouting Irelands Vetting Team is now part of the Safeguarding Department. This new on-line procedure for Scouters applying for vetting is aimed to make it easier for all concerned.

NVB eVetting

Since the commencement of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016 the National Vetting Bureau provide Garda Vetting applicants with the ability to apply online using their eVetting facility.

To apply for vetting and use the eVetting service Scout members must...

- Be over 16 years old
- If aged 16-18 years, have submitted signed "Parent / Guardian" consent form
- Have or have access to a valid email address.
- Have access to the Internet.
- Have completed the "Proof of Identity" process – signed by the Group Leader Or Trustee/delegate of the Group Leader of the Group)
- Note that two referees are required, and they cannot be family members and only one can be a Scout member.

Roles accepted by the vetting Bureau – only these roles applied for will be accepted

1. Scouter
2. Scouter/Rover Scout
3. Rover Scout
4. Scout Centre/Campsite Manager/Staff
4. Venture Scout
5. Staff Member who provides Advice and Guidance to Youth Members
6. Adult Supporter – Group Chairperson
7. Provincial Support Officer/Development Support Officer
8. Adult Supporter – Group Secretary
9. Adult Supporter – Group Treasurer
10. Adult Supporter – Group Quartermaster/Bo'sun (Sea Scouts)
11. Adult Supporter – Spiritual Advisor
12. Adult Supporter – Band Member/Entertainments Facilitator
13. Adult Supporter – Special Needs Assistant
14. Volunteer Intern
15. Campsite Office Administrator (CE Scheme)
16. Campsite Maintenance Worker (CE Scheme)

Please see membership policy for the role description

eVetting Steps

Step 1

Scouters applying for vetting need to complete the electronic form (**Handwritten copies are no longer being accepted**) and forward to **Scouting Ireland at nvbf@scouts.ie** Scouters must provide proof of identity checked by the Group Leader/ Trustee of the Scout Group.

Step 2

Scouting Ireland vetting department validates proof of identity and sends the Scouter an e-mail with a link attached inviting them to complete an online Vetting Application Form.

Step 3

The Scouter completes the Vetting Application Form online and submits it to [Scouting Ireland](#).

Step 4

[Scouting Ireland](#) reviews the Vetting Application Form and submits it to the National Vetting Bureau.

Step 5

The National Vetting Bureau processes the application and forwards a vetting disclosure to [Scouting Ireland](#).

Step 6

[Scouting Ireland](#) reviews the vetting disclosure and as soon as is practicable provides a copy of the disclosure to the Scouter.

Step 7 – If relevant

Where relevant and a disclosure is returned with a criminal conviction, [The Safeguarding Department](#) will complete a [risk assessment](#) with the [Scouter](#) and determine their suitability to proceed with 'Being a Scouter'. This process will be done only once for each disclosure and not repeated every three years on future vetting applications. The risk assessment will be maintained by the Safeguarding Department for future reference.

Re Vetting

Scouting Ireland policy that all our adult members re-vet **every three years**. The vetting Department will send reminders when Vetting is due, however it is the responsibility of the individual Scouter and Group to ensure vetting is in-date. **From September 2023, Scouters who's vetting is out of date will be asked to stay-away from Scouting until their vetting is complete.**

Other

- Scouting Ireland reserve the right to request Scouters to reapply for vetting at any time.
- Any Scouter subject to a suspension will be required to re-vet prior to a return to Scouting, depending on the individual circumstances and risk assessment.
- Scouting Ireland reserve the right to maintain a copy of a Scouters identification on file for up to 12 months after they leave Scouting Ireland.

Documents

1. **Vetting Invitation form**, NVB1. This form should be typed – printed, signed put together with the Identification Checklist form to be signed by Group Leader then both documents to be scanned and sent to nvbf@scouts.ie
2. **Parent /Guardian consent Form** (If under 18), NVB3. This form should be typed – printed, signed put together with the Identification Checklist form to be signed by Group Leader then both documents to be scanned and sent to nvbf@scouts.ie
3. **Scouting Ireland – Identification Checklist form.**