

# Garda Vetting

Many community and voluntary organisations include Garda Vetting as a necessary step in the recruitment of new volunteers. Garda vetting is the process by which the Central Garda Vetting Unit (CGVU) discloses details regarding all prosecutions and/or convictions in respect of an individual. The CGVU is the unit within the Garda Síochána responsible for conducting Garda Vetting. Garda Vetting is not conducted by Gardaí at a local level.

## Protection

Garda Vetting is a vital step in the safety and protection of children and vulnerable adults. In addition, it helps protect organisations, their assets and other personnel who provide services to children and vulnerable adults.

## Complementing HR

Garda Vetting is only one component of an organisation's volunteer selection process. It is recommended that organisations also conduct interviews and check references.

## Who Should be Vetted?

All individuals who have unsupervised or sustained access to children and/or vulnerable adults should undergo Garda Vetting. Other volunteers who may need vetting include those working in financial roles or those with access to confidential information. Organisations that do not work with children or vulnerable adults may not need to vet volunteers.

## Volunteer Centres

Volunteer Centres only provide this service to not-for-profit organisations that do not have access to Garda Vetting by other means. The service is not available to individuals or for-profit businesses.

## Authorised Signatory

Each Volunteer Centre has an authorised signatory, who has been trained by the CGVU to manage and process vetting applications and disclosures. This staff member is the liaison between the requesting organisation and the Garda Vetting Unit. Garda Vetting forms may only be submitted to the CGVU by an Authorised Signatory.

## Registration

Organisations who wish to avail of the Garda Vetting services offered by Volunteer Centres need to first familiarise themselves with and sign up to the relevant Volunteer Centre Garda Vetting policies and procedures.

## Designated Garda Vetting Officer

Each organisation must identify one person as the 'Designated Vetting Officer.' This person acts as a liaison with the Volunteer Centre and is responsible for ensuring the most up-to-date Garda Vetting forms are used. In addition, the Volunteer Centre will only pass on the results of the vetting process to the designated vetting officer. The Volunteer Centre will only deal with the designated Garda Vetting Officer.

## Response Time

The time it takes for vetting forms to be processed by the CGVU can vary. Typically it takes at least 6 weeks and may take up to 12 weeks.

## Security Information

The results of the Garda Vetting process are kept in locked storage in the Volunteer Centres and access is limited to the Volunteer Centres' authorised signatory. However, details of any disclosures are passed on to the organisation's Designated Garda Vetting Officer.

## Volunteer Suitability

The Garda Vetting Unit does not provide 'clearance' for individuals. It merely provides a history of offences if any should exist. Organisations must make their own decisions in relation to suitability or otherwise of prospective volunteers. The function of the CGVU extends solely to the provision of disclosure or non-disclosure to an organisation.

“When the story of these times gets written, we want it to say that we did all we could, and it was more than anyone could have imagined.” - Bono