



Garda Vetting Guidelines

During emergencies like COVID-19, organisations and volunteers are often helping the most vulnerable members of our communities. In some cases, this means that volunteers will need to be Garda vetted. Currently the National Vetting Bureau are prioritizing the processing of vetting applications related to COVID-19.

1. What is Garda Vetting?

Garda Vetting is a background check completed by the National Vetting Bureau. 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.

2. How do I determine if a role requires Garda Vetting?

Only where a volunteer is doing relevant work should the role be Garda Vetted. Volunteering should be done in a safe way so that neither volunteers nor those in need are put at risk. The first part of this is taking the time to put together a role description for the volunteer which clearly outlines the tasks & safeguarding protocols. A sample role description is available from the Clare Volunteer Centre.

3. How does my organisation access Garda Vetting for the 'Community Covid-19 Volunteer' Role?

- If your organisation has its own Authorised Signatory (AS) or is a registered affiliate with the Clare Volunteer Centre, the normal process for Garda Vetting should apply. The role being vetted for should state 'Clare Covid-19 Community Response'
- If your organisation is not an existing affiliate
 - Nominate one person from your organisation, who has access to email and a printer to be the main contact for Garda Vetting
 - Clare Local Development Company is acting as the Covid-19 Affiliate for all organisations who do not have access to Garda Vetting. Send an email to Jackie Duffy at jduffy@cldc.ie to register for this service
 - NVB1 forms will be issued to your nominated contact by email. The NVB1 forms should be printed off or emailed to your active volunteers. (The volunteers who are currently carrying out the role of 'Community Covid-19 Volunteer')
 - Once completed, they should be emailed by the volunteer to the nominated contact in your organisation with a copy of the volunteer's ID (photo ID/proof of address)
 - The nominated contact should forward the documents to jduffy@cldc.ie
 - CLDC will check the forms and ID and will submit for processing to the Clare Volunteer Centre
 - The volunteer will receive an email link from the National Vetting Bureau. On completion of the form, disclosures are being returned in **2 working days**.
 - Disclosures will be returned to CLDC who will issue a letter to the requesting organisation.
 - Any queries on the service should be directed to jduffy@cldc.ie or sharon@volunteerclare.ie