



Garda Vetting Policy & Procedure – E-Vetting July 2025

Garda Vetting is carried out by the Garda National Vetting Bureau. Vetting is conducted in respect of any person who is carrying out work or activity, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable persons. The Gardaí carry out a check on the individual to be vetted to establish whether there is any criminal record or specified information relating to the applicant. As of 7th July 2025, European Union Directive 2011/93/EU has come into force. The aim of this Directive is to improve and enhance the protection of children. Vetting for any relevant work or activities with children will now include additional checks with the other 26 EU member states and the UK.

Garda Vetting will be conducted on the following basis within Gymnastics Ireland.

Any individual whose role will have ongoing contact with our young members or vulnerable persons in the provision of our activities must successfully complete Gymnastics Ireland recruitment procedures, including the Garda e-Vetting application process.

Garda Vetting within Gymnastics Ireland will only be completed through the e-Vetting process.

This document is supported by the following additional documents:

- Gymnastics Ireland e-Vetting Invitation & Identification Validation form
- National Vetting Bureau – Parent/Guardian Consent form
- Identity Document Schedule
- National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 to 2016
- 'Frequently asked questions' on the National Vetting Bureau website

1. National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 to 2016 (NVBA)

National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 is the vetting legislation passed by the Houses of the Oireachtas and commenced on 29th April 2016. The law on vetting has become formal and obligatory for any of our individuals who work with children or vulnerable persons.

Under the **National Vetting Bureau Acts 2012 to 2016** any individual who has ongoing contact with our young members (under 18) or vulnerable persons in the provision of our activities (relevant work) will be required to complete the vetting process. Failure by an individual to complete and return an e-Vetting Invitation and Identification form (and the correct I.D.) to the Gymnastics Ireland Liaison Person (LP) will result in non-compliance with the Act and cannot carry out a role as described above.

Relevant Work under the Act is defined as *“any work or activity which consists of the provision of educational, training, leisure, social or physical activities (whether or not for commercial or any other consideration) to children or vulnerable persons. [2012 Act - Sch 1, part 1, (5) & Sch 1, part 2, (4)]*

2. Exemptions – (Occasional Roles)

Under the **National Vetting Bureau Acts 2012 to 2016 - sect 3 (1) (c)**, persons giving of assistance on an **occasional basis** (i.e., at club training sessions, competitions, club display days, national squad etc) would not be required to be vetted.

The club (or whatever level the activity is happening) must assess an individual's role by considering as a minimum the points listed in the box below. If then deciding that the role is occasional (rather than requiring to be vetted) the points listed below must be implemented at whatever level the activity is happening.

Individual must be known to the club (or at whatever level of the organisation the occasional role will be carried out).

An occasional role involving our young members can only be carried out **on three or less occasions** as a total combination of all levels (club, national etc) within Gymnastics Ireland **over a twelve-month period**.

Prior to commencing in an occasional role capacity, the individual must complete a **"Self Declaration Occasional Role"** form (refer to GI SafeSport & Integrity Manager).

The individual must at all times be under the **supervision** of a vetted member or vetted staff member of Gymnastics Ireland.

A **Code of Conduct** must be completed at whatever level the individual is carrying out an occasional role.

If the individual has completed occasional roles on three occasions during a twelve-month period and wishes to carry out a further role involving our young members in the same twelve-month period, they must submit an e-Vetting Invitation & ID Validation form and appropriate I.D. The individual cannot carry out any further role until they receive communication regarding their vetting application from Gymnastics Ireland otherwise it is illegal to do so.

3. Re-vetting – with effect from 05/04/2021

Gymnastics Ireland will reserve the right to request an individual at any time to complete the e-Vetting process. However, all individuals who submit a vetting application after the Act commenced will be required to complete an application for re-vetting within a **three-year period** from the date of the vetting application being processed successfully (i.e., individual vetting application is successfully processed on 05/04/2021, Gymnastics Ireland will require the individual to have a fresh vetting application successfully processed prior to 05/04/2024).

4. Data Protection and Storage

The e-Vetting Invitation and Identification Validation form and the ID documentation supplied by the applicant to the relevant Club Children's Officer shall be retained by the GI Liaison Person for the life of the vet (i.e., a maximum of 3 years) and then the documentation shall be disposed of.

Information on the individual's vetting application shall be retained on the GI membership system with access to this information being restricted. Members information will be deleted in accordance with our Data Retention policy.

5. Additional Information

The GI SafeSport & Integrity Manager will act in the capacity of the Liaison Person (LP) as per agreement with the Garda National Vetting Bureau.

The Club Children's Officer or the person appointed by the Club will co-ordinate the vetting process at Club level.

It is illegal for an individual to put themselves forward to work with children or vulnerable adults before successfully completing the Garda Vetting process [2012 Act section 12(d)] unless section 2 above applies.

Following the conclusion of the vetting process, Gymnastics Ireland will inform the club that the vetting process has been completed.

Note: It is the responsibility of those requesting an individual to carry out a role involving our young members or vulnerable persons to ensure that the vetting procedure and the general recruitment procedures are implemented fully.

6. Implementation & Management

The Membership Vetting Control Committee (MVCC) will be appointed by the Board to manage Vetting related issues (other functions may be added to the remit of this Committee on direction by the SafeSport & Integrity Manager). This will be completed at the start of each Olympic Cycle and/or at the commencement of a new Board term following the recommendation of the CEO & the SafeSport & Integrity Manager. The Board will review the performance of the Panel on an annual basis.

The Board's area of responsibility is to appoint/co-opt the relevant people with the necessary skills to this Committee. In doing so the Board delegates full power to the Committee. The Committee will have the power to take action as required and make decisions and issue those decisions regarding membership/suitability to carry out a specific role within Gymnastics Ireland to the individuals concerned.

Role of the MVCC

On the occasion where the SafeSport & Integrity Manager does not make a determination on the individuals suitability, the SafeSport & Integrity Manager will request the Committee to sit and consider an individual's membership or suitability for a Gymnastics Ireland role where a vetting disclosure contains details of convictions whether within or outside the state for any criminal offence together with any ancillary or consequential orders made pursuant to the convictions concerned or a record of any prosecutions pending against the person whether within or outside the state for any criminal offences or both or specified information as per sections 14 & 15 of the National Vetting Bureau Acts 2012-2016.

Prior to the Committee sitting, the SafeSport & Integrity Manager may have verified with the applicant that the contents of the vetting disclosure are correct in relation to the applicant.

Composition of this Committee will be as follows,

- A.** Current Board Member X 1 (acting as Chairperson)
- B.** Current/Former Board Member X 1
- C.** Independent Member X 1
- D.** Gymnastics Ireland Member X 1

MVCC will not be provided with the individuals name/address but purely referred to as a case number and the stated disclosure.

MVCC will then consider the information in a confidential and sensitive manner.

The quorum for this committee to meet will require three voting members present.

If membership is rejected following a decision of the MVCC and the individual disputes any detail contained in the Garda Vetting Disclosure issued and wishes to formally appeal the membership decision, a Hearing Committee will be assembled to hear the matter.