

Fingal Triathlon Club Vetting Policy

The purpose of this document is to ensure best safeguarding practice and procedures exist to protect vulnerable members as well as facilitate and enhance the operations of Fingal Tri Club (referred to as The Club). The procedures following are produced to ensure all relevant volunteers and stakeholders have a clear understanding of the policy and how it applies to their role. This document will be reviewed on a regular basis. These procedures were submitted and approved by the club committee.

The club engage in vetting as part of our safeguarding standards to protect juniors and vulnerable adults in our sport.

Vetting is mandatory for all leaders/coaches/helpers (paid & voluntary) with regular and continuous access to young people and vulnerable adults. Vetting must be complete prior to taking up the role.

Anyone intending to accompany juniors on an overnight trip or who may be involved in decision making in relation to young people must apply for vetting. The full vetting process, including a confirmation email from TI, must be completed prior to taking up the role.

Under 18 vetting

Those aged over 16 can be vetted but a parental consent form must be provided, and the parents email used.

How often?

Vetting is valid for 3 years and the club reserves the right to suspend a member from their role until their vetting is complete. Following the 3 year period, re-vetting is required. Any individual resident for less than one year (taken from the date of the initial vetting application) in Ireland will be checked again one year later and again after another 12- months. If a police check has been obtained from the individual's originating country (possibly accepted on submission of original information to the Liaison Person (LP) vetting will only be required after 6 months and again one year later (i.e.2 checks plus originating country police check in 18 months).

How?

1. Applicant must complete the E- VITE and Identification (ID) proof form in full before posting to TI with copies of the ID.
2. Applicant will receive an email inviting them to complete the online vetting process. TI Liaison Person (LP) reviews and submits the application to the National Vetting Bureau(NVB).
3. A disclosure is made available to TI through the online system which may have information regarding convictions and/or Garda intelligence (specified information) or may be a NIL disclosure.

Disclosures

All applications result in a disclosure being issued which are dealt with in complete confidence.

- If a Nil disclosure is received the LP makes a decision regarding the applicant's suitability for the role and if suitability is determined the applicant is informed by the LP that they may begin their role
- If there is relevant intelligence (specified information) to be disclosed the NVB will first contact the applicant directly and give them an opportunity to appeal the disclosure of the intelligence to TI - this will cause a delay in the process however the LP will not be aware this is taking place.
- If there are convictions contained in the disclosure, then a process will begin to assess whether the applicant is a suitable candidate for working with junior athletes/vulnerable adults and the applicant may not begin their role. Certain convictions will automatically preclude an applicant from a role working with juniors or vulnerable adults.
- This process is completely confidential and discussed only by the TI Safeguarding committee of 3 people who have relevant training and experience.
- The applicant may be asked for further information regarding convictions and permission to obtain further information from the NVB.
- The safeguarding committee will then use the information available to them to make a decision regarding the role of the applicant.
 - Disputes Both the NVB and Access NI have mechanisms for disputes regarding disclosures. The applicant cannot begin a role while a dispute is pending.

TI Disputes

Any disputes regarding the decision made by TI about the suitability of an applicant for a role can be raised by written submission to TI within 2 weeks of the decision. The appeal will be dealt with by a panel who were not involved in the original decision. The panel will be given the facts only and anonymity of the applicant will be maintained.

Fees

There is no monetary charge for Garda vetting

Record keeping and storage Vetting applications are stored in confidential files by the CPO. All data is kept in accordance with the General Data Protection Regulation, 2018

Sharing information TI will only release disclosure information concerning the suitability of an individual to a person who needs to know in order to protect young people and where there is a specific purpose in doing so. The CPO maintains a database of those in the club who are vetted and when their vetting expires.

Legislation and Information

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 together with the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 Part 3 provides the legal

framework for persons working in relevant work or activity to undergo a vetting check prior to working with young people. Relevant legislation