



# GMIT

INSTITIÚID TEICNEOLAÍOCHTA NA GAILLIMHE-MAIGH EO  
GALWAY-MAYO INSTITUTE OF TECHNOLOGY

## **GARDA VETTING FOR STUDENTS**

## **POLICY AND PROCEDURES**

November 2009 and approved by  
The Academic Council on 11 December 2009 and by  
The Governing Body on 21 January 2010

Reviewed and updated May 2016 and approved by Academic Council on 13th June 2016 and by the  
Governing Body on 16th June 2016

**Reviewed and updated January 2020 and approved by Academic Council on 7<sup>th</sup> February  
2020**

**And by the Governing Body on 27<sup>th</sup> February 2020**

**Reviewed and updated July 2020 and approved by Governing Body on 27<sup>th</sup> August**

**Document Location:**

**Student Services Officer/  
Garda Vetting Liaison Person (Student Vetting)**

**Revision History**

<b>Date of this revision:</b> July 2020	<b>Date of next review:</b>
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<b>Version Number/ Revision Number</b>	<b>Revision Date</b>	<b>Summary of Changes</b>	<b>Changes marked</b>
1.0	May 2016		
2.0	November 2018	<ul style="list-style-type: none"> <li>• Specification added to Policy that it is for Student Vetting</li> <li>• Addition of vetting requirements for PASS Leaders</li> <li>• Addition of vetting procedures for Transgender persons</li> <li>• Addition of re vetting requirements</li> <li>• Addition of information on vetting for multiple roles</li> <li>• Revision of lists of Programmes where vetting is compulsory</li> <li>• Creation of lists of Programmes where vetting may be required for specific placements</li> <li>• Removal of the HSE as the vetting authority for Nursing/Psychiatric Nursing</li> <li>• Addition of Mayo Mental Health Services as the vetting authority for Psychiatric Nursing</li> <li>• Addition of Clerical User responsibilities</li> <li>• Update of spent convictions information</li> <li>• Addition of duration of retention of identification documents, applications and disclosures added</li> <li>• Addition of Notification of Disclosure to Student re: GPDR</li> <li>• Addition of specific role being vetted for to vetting invitation</li> </ul>	Changes in Red for approval purposes.
3.0	January 2020	<ul style="list-style-type: none"> <li>• Addition of new programmes to be vetted</li> <li>• Movement of list of programmes to be vetted to Appendix</li> </ul>	
4.0	July 2020	<ul style="list-style-type: none"> <li>• Addition of Joint Agreement with relevant organisations and resulting changes to Institute response to information provided by NVB</li> <li>• Addition of requirement for Police Clearance Certificate for those who have lived outside Republic of Ireland for 6 months or more</li> </ul>	

## Consultation History

Version Number/ Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes
2.0			
3.0	January 2020		Addition of new programmes to be vetted
4.0	July 2020	Monica Megraw/DPO/Debbie Molloy	<ul style="list-style-type: none"><li>• Addition of Joint Agreement with relevant organisations and resulting changes to Institute response to information provided by NVB</li><li>• Addition of requirement for Police Clearance Certificate for those who have lived outside Republic of Ireland for 6 months or more</li></ul>

## Approval

This document requires the following approvals:

Name	Title	Date
Academic Council		
Governing Body		
Governing Body		August 2020

# **GMIT Procedure for Garda Vetting for Students**

## **1.1 Introduction**

The National Vetting Bureau (Children and Vulnerable persons) Acts 2012-2016, makes it mandatory for people working with children or vulnerable adults to be vetted by the Garda Síochána National Vetting Bureau.

The Galway-Mayo Institute of Technology (GMIT) offers a number of educational and training programmes that require students to undertake placements, with external agencies, which will bring them into contact with children and vulnerable adults and in which they will assume positions of trust. Internally, GMIT, offers mentoring programmes and other student initiatives that require participants to be Garda Vetted.

To ensure the protection of the public, and justify public trust and confidence, GMIT is committed to ensuring that only suitable candidates are allowed to undertake these programmes and participate in relevant student initiatives that may bring them into contact with children or vulnerable adults.

GMIT shall not permit any person to undertake relevant work placement or activities on behalf of the organisation unless GMIT receives a vetting disclosure from the National Vetting Bureau in respect of that person and has followed the procedures outlined in this policy.

Students selected as PASS Leaders/student mentors must be vetted prior to participation on the relevant student initiatives.

GMIT uses the National Vetting Bureau to assess the suitability of such applicants and may also require applicants to provide an enhanced disclosure by the completion of an affidavit at the time of registration.

Students may be re-vetted at any stage at the request of the Institute. Any student that acquires a relevant conviction during any of the above programmes will be subject to consideration in accordance with this policy.

Transgender persons who require Garda Vetting should, prior to submitting their vetting application to GMIT, contact the NVB's Sensitive Applications Team directly as the NVB has a procedure in place whereby transgender persons can disclose their previous gender/name to the NVB only and not reveal this data on the vetting application or have it revealed on the disclosure. This is known as the "Sensitive Applications Process". The NVB can be contacted on 0805-27300.

Students requiring vetting for multiple roles (eg Work Placement and student mentoring) must be vetted separately for each role. A vetting disclosure can only be used for the specific

purpose it was requested for and they are not interchangeable. Each application form indicates the role for which the vetting is required.

## 1.2 Programmes requiring vetting

GMIT requires applicants for the programmes listed in Appendix 1A below (this list is subject to review as deemed necessary) to be Garda Vetted before they fully complete their registration as students of the Institute.

GMIT also offers a number of programmes with placements of which only some involve regular contact with children and/or vulnerable adults. For these programmes (see Appendix 1B), vetting will take place once the placement has been secured by the student only if vetting is required for that specific placement. In such instances, if a conviction/pending prosecution is returned, which is relevant to the placement, that student will be required to find another placement for which vetting is not required or the conviction is not deemed relevant.

Additional programmes may be added to these lists as placements become integral parts of more programmes within GMIT and new courses come on stream.

## 1.3 Management of Vetting Process

To manage the student vetting process, GMIT has created an administration structure as follows to handle the various stages of the process:

- **GMIT Garda Vetting Liaison Person (GVLO):** Student Services Officer
- Specific **Clerical User** within Student Services
- **GMIT Garda Vetting Information Evaluation Team:** Comprising of the Liaison Person, relevant Head of Department/Centre and the Programme Chairperson or Placement Coordinator.
- **Institute Appeal Committee on Vetting Process:** Registrar, two Heads of School / Centre appointed by the Institute, and a Student Counsellor.

## 1.4 Details Disclosed

When a prospective student is vetted by the National Vetting Bureau, their criminal record (if any) is disclosed to the authorised liaison person. A vetting disclosure will include details of either

- A) All convictions and pending prosecutions and a statement of specified information\* (if any). (See example appendix 2A attached)

**\*Specified information (also known as “soft” information) is information other than criminal convictions where such information leads to a bona-fide belief that a person poses a threat to children or vulnerable people.**

Or

- B) A statement that there is no criminal record or specified information relating to the person being vetted. (See example appendix 2B attached)

Note 1: Under the Acts, certain single minor stand-alone convictions over 7 years old are not included in the disclosure but are reactivated in the event of another conviction of any type.

Note 2:

Spent convictions: Under Section 258 of the Children Act 2001, if someone committed an offence when aged under 18 for which they have been found guilty, the offence can be automatically expunged from the record as if never committed, once certain conditions are met.

When deciding on the material of the offence or pending charge, the Institute will take into account failure to disclose by the applicant prior to the vetting process.

### **1.5 Joint Agreement with Relevant Organisations**

Under Section 12(3A) of the Act (as amended) two or more relevant organisations can enter into a joint written agreement in relation to the employment, contracting, permitting or placement of a person to undertake relevant work or activities thereby providing that only one of the organisations is required to conduct Vetting procedures in respect of the student. GMIT will request the Garda NVB to vet all students registered on programmes that require placements with external agencies, where there is contact with children and vulnerable adults. Under GMIT's Student Vetting policy each placement agency will have a joint agreement with GMIT (See appendix 7). Prior to placement, GMIT will share the outcome of the Institute's vetting process with the placement agency.

It is the responsibility of the Head of Department to ensure that a joint agreement is in place between GMIT and the placement agency. The Liaison Person will conduct a yearly audit with GMIT schools to ensure that joint agreements are in place.

## **2.0 Garda Vetting Process**

The following sections outline the details of the various stages that are involved in the Garda Vetting process:

### **2.1 Stage 1: E-Vetting Application**

Applicants who have been provisionally offered and accepted a place on the programme are sent a Vetting Invitation with guidelines and GMIT instructions for completion of the form (see

example Appendix 3 (a), (b) & (c) attached). This documentation highlights for students the requirement to verify their identity by providing GMIT with two forms of identification and the importance of full disclosure. If a student is under 18 years of age, a parent/guardian is required to complete a NVB3 -parent/guardian consent form (see example Appendix 3 (d)). In this case the electronic correspondence will issue to the parent/guardian and should be completed by same.

Students who have resided outside of the Republic of Ireland for a period of 6 months or more (from the age of 18 years) shall also be required to furnish a Police Clearance Certificate from their country or countries of residence. This Certificate should confirm if a student has any convictions recorded against him or her while residing there. If a student is unable to obtain a Police Clearance Certificate, they will be required to obtain a legal declaration (Affidavit) in the presence of a Commissioner of Oaths or a Solicitor confirming that they have no criminal convictions, current or pending.

## **2.2 Stage 2: Provisional registration**

Students complete provisional registration during the first year registration process. They sign a form at registration accepting that their registration process is not complete until they have satisfied Garda Vetting requirements for the programme (see Appendix 4 attached).

## **2.3 Stage 3: Completion of relevant forms**

Step 1 - The completed Inviter form along with a copy of two documents to verify identity are returned to the Clerical User

Step 2 - Once satisfied that all sections of the form are duly completed, the form is signed and identity documents are enclosed, the Clerical User enters the applicant's details onto the e-vetting system. The National Vetting Bureau reviews the request and sends an email to the applicant with a link to the online Garda Vetting application. Instructions on how to complete are included and applicants are given 30 days to complete.

Step 3 - The applicant completes and submits the application for Garda Vetting online. Once the form is submitted, the liaison person will receive notification that the form is ready for review.

Step 4 - The form is reviewed by the liaison person and submitted electronically to the National Vetting Bureau, using the Garda Vetting e system.

Step 5(a) - The application form is processed by the national vetting bureau

Step 5(b) - An email is sent to the liaison person stating that the vetting process is complete.

Step 6 - The Liaison Person reviews the result and prints and saves the document in a secure, confidential location.

Step 7 – The Liaison Person retains all documents and ID's in a secure place for the lifespan of the related placement but must be retained for a minimum period of 13 months.

## **2.4 Stage 4: Response from the NVB**

The NVB responds to the vetting request by returning either:

A vetting disclosure with details of all convictions and pending prosecutions and a statement of specified information\* (if any) relating to the person being vetted:

or

A statement that there is no criminal record or specified information relating to the person being vetted.

Statements/disclosures are returned in confidence to the Liaison Person.

## **2.5 Stage 5: Confirmation of NVB response by Liaison Person**

Where the information supplied by the NVB is inconsistent with the response from the student the Liaison Person will meet with the student to clarify whether:

- (a)** The student information supplied by the NVB is correct;
- (b)** The student does not agree that the information supplied by the NVB is correct in which case the Liaison Person will request the NVB to review their information and confirm or review their initial response.

## **2.6 Stage 6: Evaluation of information**

Once the information has been confirmed it is then reviewed by the relevant Head of Department, Programme Chairperson and Liaison Person and classified as follows:

- a)** No previous convictions recorded;
- b)** Minor Offence;
- c)** Serious Offence;
- d)** Very Serious Offence.

Thereafter, the Institute will deal with the information as outlined in Stage 7.

## **2.7 Stage 7: Institute response to information provided by NVB**

### **(a) No previous convictions recorded**

The names of all students where no previous convictions have been recorded are forwarded to the relevant Head of Department. The Head of Department will provide written assurance to the placement agency that the student has been subject to GMIT's Garda Vetting process and has been deemed appropriate for placement. See appendix 6a.

### **(b) Minor Offence and Convictions**

With regard to minor offences, and convictions which, within the absolute discretion of the Institute, are not considered to pose any risk to children or vulnerable adults, the Institute response is different depending on whether or not the student openly disclosed the offence:



- (i) If the offence has not been disclosed, the Programme Chairperson and the Garda Vetting Liaison Person will meet with the student to seek an explanation for the non-disclosure;
- If a satisfactory explanation is received the Head of Department will provide written assurance to the placement agency that the student has been subject to GMIT's Garda Vetting process and has been deemed appropriate for placement. See appendix 6a;
  - If a satisfactory explanation is not received, the offence will be deemed to be a *serious offence* and be dealt with as outlined in section c (ii) below.
- (ii) If the offence has been disclosed, the Garda Vetting Liaison Person will consult with the Programme Chairperson and decide if the student is deemed appropriate. The Head of Department will provide written assurance to the placement agency that the student has been subject to GMIT's Garda Vetting process and has been deemed appropriate for placement. See appendix 6a.

Where a meeting has taken place, the GCVU Information Evaluation Team will complete a confidential report, documenting the outcome of the meeting. See Appendix 5.

### **(c) Serious Offence**

With regard to serious offences and convictions, i.e. offences, the nature of which could potentially indicate a risk to children or vulnerable adults, the Institute response will be different depending on whether or not the student openly disclosed the offence

- (i) If the offence has not been disclosed the Programme Chairperson and the Liaison Person will meet with the student. Other than in very exceptional circumstances, the student will be advised that their offence is being treated as a *very serious offence* and the procedure outlined in section (d) below will be followed;
- (ii) If the offence has been disclosed the Liaison Person, Programme Chairperson and Head of Department will meet with the student to discuss the circumstances of the offence:
- If there has been evidence of significant rehabilitation and/or evidence of appropriate behaviour modification by the student since the event took place, then the student will be advised that he/she will be allowed to continue in the programme. The Head of Department will provide written assurance to the placement agency that the student has been subject to GMIT's Garda Vetting process and has been deemed appropriate for

placement. GMIT will seek the consent of the student for the sharing of the details of the offence(s) with appropriate personnel within the placement agency. See appendix 8. Whilst students are under no obligation to waive their rights to privacy, it may impact their ability to participate in the placement element of their course if they wish to uphold this right. See appendix 6b for example of letter sent to placement agency.

- If there is no evidence of significant rehabilitation and/or evidence of appropriate behaviour modification by the student, the student will be advised that their offence is being treated as a *very serious offence* and the procedure outlined in section (d) below will be followed.

The GCVU Information Evaluation Team will complete a confidential report, documenting the outcome of the meeting (See example Appendix 5).

#### **(d) Very Serious Offence**

With regard to very serious offences, i.e. offences, the nature of which could potentially indicate a serious risk to children and vulnerable adults or other members of the public, the student will be required to meet with the Liaison Person, Programme Coordinator and Head of Department and advised that owing to the nature of their conviction(s) they cannot continue in that programme of study.

Following the meeting the student will be advised in writing of the Institute's decision. The student may, within two weeks of the date of the letter, make an appeal to the Registrar to have their case reviewed by an Appeal Committee on Garda Vetting comprising of the Registrar, two Heads of School / Centre, and a Student Counsellor appointed by the Academic Council.

The GCVU Information Evaluation Team will complete a confidential report, documenting the outcome of the meeting (See example Appendix 5)

### **2.8 – Stage 8 - Notification of Disclosure to Student**

Students can track the status of their vetting application while it is being processed. Once it has been completed, if required, they can request a copy of their vetting disclosure from the Clerical User. This disclosure must be sent directly to the student via registered mail or encrypted email to ensure the security and confidentiality of the personal data under the GDPR.

Students with convictions/pending prosecutions on their disclosure must verify that these convictions are correct. On confirmation of this confirmation, their placement coordinator must

be notified that convictions exist and the student must be requested to give consent to release the disclosure to the placement coordinator prior to a meeting being called.

## **2.9 Stage 9: - Revetting**

Students who are required to complete Garda Vetting in first year and do so successfully (and fulfil any other requirements of the registration process) will be deemed to be fully registered as students of GMIT.

However students should be aware, that given the duration of degree programmes, the Institute reserves the right, at its discretion, to require certain groups of students to undergo a further Garda Vetting process or alternatively to provide an enhanced disclosure by the completion of an affidavit during the course of their degree programme. In the event of any change in the student's status regarding criminal convictions or Garda Vetting, the student is required to immediately communicate the details of the change to the liaison person. Failure to comply with this requirement will be considered a very serious matter and may result in de-registration.

**Acknowledgement:** This document is modelled on others agreed in the Irish Higher Education context.

## Appendix 1A

### Programmes where vetting is compulsory

- BSc. (Honours) in Education (Design, Graphics and Construction)
- Bachelor of Education (Honours) in Art, Design and Graphics
- BA. (Ordinary) in Applied Social Care
- BA. (Honours) in Applied Social Studies
- BSc. (Honours) in Sport and Exercise Science
- BSc. (Honours) in Medical Science
- BA. (Ordinary) in Outdoor Education and Leisure
- BA. (Honours) in Outdoor Education
- BA. (Ordinary) in Outdoor Education and Leisure with Geography
- BSc. (Honours) in General Nursing
- BSc. (Honours) in Psychiatric Nursing\*
- HC in Science in Childhood Studies
- BA.in Early Childhood Education and Care
- BA (Honours) in Early Childhood Education and Care
- BA in Community Development and Youth Work
- BA (Honours) in Community Development and Youth Work

\*Mayo Mental Health Services are responsible for the vetting of all students registered on the BSc. Honours in Psychiatric Nursing. Mayo Mental Health Services Garda Vetting and Procedures will apply in relation to students registered on this programme.

## **Appendix 1B**

### **Programmes where vetting may be required for specific placements**

- BSc. in Physics and Instrumentation
- BSc. (Honours) in Physics & Instrumentation
- BSc. (Honours) in Public Health Nutrition
- HC in Information Technology Support
- BSc. in Chemical and Pharmaceutical Science
- BSc. (Honours) in Chemical and Pharmaceutical Science
- BSc. (Honours) in Forensic Science and Analysis
- BSc. in Applied Biology and Biopharmaceutical Science
- BSc (Honours) in Applied Biology and Biopharmaceutical Science

Additional programmes may be added to this list as placements become integral parts of more programmes within GMIT and new courses come on stream.

## Appendix 2A

### An Garda Síochána

Biúró Náisiúnta Grinnfhiosrúcháin,  
Bóthar an Ráschúrsa,  
Durlas,  
Contae Thiobraid Árann.

Teileafón / Tel: (0504) 27300  
Facs / Fax: (0504) 27373



National Vetting Bureau,  
Racecourse Road,  
Thurles,  
Co. Tipperary.

Láitheán Gréasain/Web Site: [www.garda.ie](http://www.garda.ie)

Bí linn/Join us



Luaig an uimhir tagarta B.N.G. a leanas le do thoil/  
Please quote the following N.V.B. Ref. No: **XXXXXXXXXXXX**

### Vetting Disclosure

XXXXXX  
GMIT Student Vetting

**Re:** Student Name, Date of birth, Address

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Pursuant to your application within the provisions of Section 13 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 in respect of the above named, the herewith vetting disclosure is issued to you within the provisions of Section 14 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Searches were conducted on the **DATE OF SEARCH**

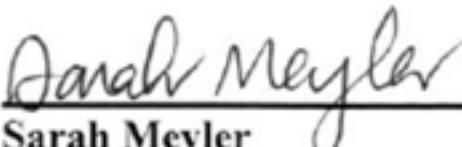
### Criminal Record

**Statement of record inserted here**

**Please Note:** If the above-named asserts that this criminal record is inaccurate, the Liaison Person should address the matter in writing to the National Vetting Bureau.

### Specified Information

**Statement of specified information inserted here**

  
Sarah Meyler Superintendent

## Appendix 2B

# An Garda Síochána

Bíúró Náisiúnta Grinnfhiosrúcháin,  
Bóthar an Ráschúrsa,  
Durlas,  
Contae Thiobraid Árann.

Teileafón / Tel: (0504) 27300  
Facs / Fax: (0504) 27373

Bí linn/Join us



National Vetting Bureau,  
Racecourse Road,  
Thurles,  
Co. Tipperary.

Láitheán Gréasain/Web Site: [www.garda.ie](http://www.garda.ie)

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Luaig an uimhir tagarta B.N.G. a leanas le do thoil/  
Please quote the following N.V.B. Ref. No: **XXXXXXXXXXXX**

### Vetting Disclosure

XXXXXX  
GMIT Student Vetting

**Re:** Student Name, Date of birth, Address

---

Pursuant to your application within the provisions of Section 13 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 in respect of the above named, the herewith vetting disclosure is issued to you within the provisions of Section 14 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Searches were conducted on the **DATE OF SEARCH**


#### Criminal Record

NIL

**Please Note:** If the above-named asserts that this criminal record is inaccurate, the Liaison Person should address the matter in writing to the National Vetting Bureau.

#### Specified Information

NIL

  
**Superintendent**  
Sarah Meyler

## Appendix 3A



### **Guidelines for completing Vetting Invitation Form (NVB 1)**

Please read the following guidelines before completing this form.

#### **Miscellaneous**

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The Form should be completed in ball point pen.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on this form.

#### **Personal Details**

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

#### **Role Being Vetted For**

The role being applied for must be clearly stated. Generic terms such as “Volunteer” will not suffice.

#### **Declaration of Application**

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.





## Appendix 3C

### INSTRUCTIONS FOR COMPLETION OF E-VETTING GARDA VETTING APPLICATION

Galway- Mayo Institute of Technology offers a number of educational and training programmes that require students to undertake placements, with external agencies, which will bring them into contact with the public and assume positions of trust. To ensure the protection of the public, and to justify public trust and confidence, the Institute is committed to ensuring that only suitable candidates are allowed to undertake these programmes.

**PLEASE READ THIS LEAFLET CAREFULLY BEFORE COMPLETING YOUR GARDA VETTING INVITATION** Complete the attached Vetting Invitation, sign the provisional registration form and provide a copy of **TWO** of the following documents to verify identity:

- GMIT Student Card
- Irish Driving Licence or Learner Permit (new credit card format ONLY)
- Passport (from country of citizenship)

If you do not have the above documents a copy of any of the following documents, **ADDING UP TO 100 POINTS OR MORE** will be accepted:

		Points	
<input type="checkbox"/>	Irish Public Services Card	80	
<input type="checkbox"/>	Birth Certificate	50	
<input type="checkbox"/>	Irish Certificate of Naturalisation	50	
<input type="checkbox"/>	Garda National Immigration Bureau (GNIB) Card	50	
<input type="checkbox"/>	National Identity Card for EU/EEA/Swiss Citizens	50	
<input type="checkbox"/>	Irish Driving Licence or Learner Permit (old paper format)	40	
<input type="checkbox"/>	P60, P40 or Payslip	35	
<input type="checkbox"/>	Utility Bill with name on it (dated within 6 months) Phone bills not accepted	35	
<input type="checkbox"/>	GMIT Student Card	25	
<input type="checkbox"/>	Correspondence from educational institution/SUSI/CAO	20	
<b>Submitted documentation must equate to a total of 100 points.</b>			<b>100</b>

**[Completed forms should be sent to Student Services, GMIT, Dublin Road, Galway, H91T8NW](#)**

**[Queries regarding Garda Vetting to 091- 742118 or studentvetting@gmit.ie](mailto:studentvetting@gmit.ie)**

Please note: Garda Vetting Invitations submitted without relevant documentation cannot be processed and will be returned to the student. Once you submit your documentation, you will receive an email from Studentvetting@gmit.ie to your student email account with an invitation to complete your Garda Vetting application online. Online instructions will be provided. Your Garda Vetting application must be completed within 30 days of receipt of the

email. STUDENTS ARE NOT ALLOWED TO COMMENCE THEIR PLACEMENT WITHOUT GARDA VETTING CLEARANCE.

If you are under 18 years of age, a parent/guardian is required to complete the enclosed Parent/guardian consent form and the electronic correspondence will issue to the Parent\Guardian. In this case please provide the Parent\Guardian Email address on the NVB 1 form.



## Appendix 4

Sample of:

### PROVISIONAL REGISTRATION FOR MY PROGRAMME

I, \_\_\_\_\_ (Please print name in **BLOCK CAPITALS**) understand that I am being provisionally registered for my programme in Galway-Mayo Institute of Technology and that complete registration will be contingent on my satisfactory completion of the GMIT Garda Vetting Procedure.

In the event of being notified of my failure to satisfy all requirements for registration, I hereby undertake to return my Student I.D. card to the Student Records and Examinations Office within one week.

\_\_\_\_\_  
Signature

### CHECKLIST FOR GARDA VETTING APPLICATION

- 1) Fully completed Form NVB 1 – Vetting invitation
- 2) Proof of identity as per document enclosed
- 3) If under 18, a completed NVB3 – Parent/Guardian consent form and an email address of Parent/Guardian on the NVB1 vetting invitation provided
- 4) Return form to Student Services, GMIT, Dublin Road, Galway
- 5) Check your emails (address you provided on form) within 10 working days of returning the form and complete the Garda Vetting form online. If under 18 parent/guardian should check for Garda Vetting email and complete the application on line

## Appendix 5

Sample of:

### Institute Vetting Report Form

Student Name	
Student ID Number	
Programme of Study	
Year of Study	

### Section A

Offence Date	Offence Type	Court	Outcome

### Section B

Additional Information provided by candidate in relation to recorded convictions

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Factors taken into account by the Garda Vetting Evaluation Team in arriving at its decisions

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Decision of the Garda Vetting Evaluation Team

- A) Permit the student to continue his/her studies at the Institute:
- B) De- Register Student
- C) Defer final decision - State relevant matter

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**Signed:**

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## **Appendix 6a**

### **Letter for student deemed suitable for relevant work or activities**

Placement Coordinator  
Placement Agency

Date

Re: Joe Bloggs (S/N 109888777)  
Title of Programme

Dear Sir/Madam,

Thank you for agreeing to provide a placement for Joe Bloggs for the period February to April 2020.

In line with Institute policy, students on specific programmes including the [Name of Programme] are required to complete a Garda Vetting process as part of their registration as a student of Galway-Mayo Institute of Technology

As per the joint agreement with [Name of Organisation], we can confirm that this student has been subject to GMIT's Student Garda Vetting Process and has been deemed suitable for placement.

Yours sincerely,

-----  
**Head of Department**

## Appendix 6 (b)

### **Format of letter to placement agency where previous serious convictions are recorded:**

Placement Coordinator  
Placement Agency

Date

Re: Joe Bloggs (S/N 109888777)  
Title of Programme

Dear

Thank you for agreeing to provide a placement for Joe Bloggs for the period February to April 2020.

In line with the Institute's policy, students on specific programmes including the [Title of Programme] are required to complete a Garda Vetting process as part of their registration as a student of Galway-Mayo Institute of Technology.

In the case of Joe Bloggs the Garda Central Vetting Unit has returned the information outlined in Table 1 below.

Having met to consider the matter, and taking into account all relevant circumstances including the information below, it is the Institute's judgement that Joe Bloggs is a suitable student for the Title of Programme and recommends him / her for placement with your organisation.

Table 1:

*With reference to the above our records indicate previous convictions recorded against the above named person when checked against the details supplied*

Date	Offence	Court	Result
25/06/2009	Larceny	Galway City	Fine €50.00

This information is provided in accordance with Institute policy and in strictest confidence and should not be disclosed to any third party or within your organisation other than in the context of this placement.

[Name of student] has consented to the sharing of this information with appropriate personnel within your organisation.

If you require any further information please contact Name of Programme Director, on phone no.

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**Head of Department**



## APPENDIX 7



### Joint Garda Vetting Agreement

In accordance with Section 12(3A) of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 (as amended), GMIT and \_\_\_\_\_ (a relevant organisation, i.e. “the Placement Provider”) have jointly agreed to the placement of GMIT students.

Upon receiving the formal consent of its students, GMIT hereby undertakes to apply for Garda Vetting from the National Vetting Bureau in respect of the placement of students to undertake ‘relevant work or activities’ as defined under section 2 of the 2012 Act.

GMIT undertakes to inform the Placement Provider that Garda Vetting has been undertaken and that students have been subject to GMIT’s Student Garda Vetting Process.

GMIT will advise the Placement Provider in writing of the appropriateness of the student for placement.

Signed on and behalf of

Organisation:	GMIT
Name:	
Title:	
Signature:	

Organisation:	
Name:	
Title:	
Signature:	

## Appendix 8

### Student Consent Form to disclose details of vetting disclosure

I, the undersigned, hereby authorise the details of the Disclosure returned by the National Vetting Bureau to be shared with the appropriate personnel in my work placement.

I understand that this consent form is valid for the duration of my programme.

I understand that I can withdraw my consent and I must do so in writing to my Head of Department and the Student Garda Vetting Liaison Person, GMIT, Student Services, Dublin Rd, Galway.

I understand that a withdrawal of consent for this sharing may impact my ability to participate in the placement element of my course.

Name	
Student ID	
Programme Title	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_