

GALWAY ROWING CLUB

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Vetting Policy

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Section 1 – Introduction – Responsibility

Galway Rowing Club has statutory obligations to obtain vetting disclosures for all persons carrying out relevant work with young people.

Rowing Ireland is responsible for processing applications through the relevant body in the Republic of Ireland.

There are two types of vetting checks available to Rowing Ireland – through the National Vetting Bureau and Access NI.

(1) Republic of Ireland - Rowing Ireland is a Registered Organisation with the National Vetting Bureau (NVB) with two appointed Liaison Persons and one Clerical Officer.

Legislation and Information relating to Republic of Ireland:

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016
- Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 Part 3
- Civil Service Commissioners Act 1956 Child Care Act 1991 – Sections 5; 61; 65 Data Protection Act 1988/2003
- Children’s Act 2001 – Section 258 Private Security Authority Act 2004

Section 2 – Vetting Policy – Why?

Vetting is part of Galway Rowing Club’s recruitment and selection process and is a requirement for certain roles working with young people who are under the age of 18.

Within the structure of Galway Rowing Club many positions will have unsupervised access to young people and / or information that may be deemed sensitive or personal regarding young people. Vetting is therefore a means to reducing risk of harm to young people within the sport.

Vetting is required by law, with certain differences in each jurisdiction. The legislation together with this Galway Rowing Club Vetting Policy means that vetting is mandatory for all members of Galway Rowing Club seeking to engage with young people.

The vetting process does not provide clearance for people, but provides information that may be relevant for Galway Rowing Club to decide the suitability of an individual to carry out a certain role working with or having access to young people.

Vetting is one of the measures to protect Galway Rowing Club and its members against possible perpetrators of abuse by being a barrier to an individual who is unsuitable to work with young people.

All such positions must be successfully vetted before an individual is allowed to take up their chosen position(s) or attend any relevant Galway Rowing Club activity.

All applicants requiring vetting must be aware of this policy - The Vetting Policy –at the time of application.

Section 3 – Vetting Policy – Who?

All persons applying for a role that provides an opportunity for unsupervised access to young people must undergo the vetting process. These positions are referred to as undertaking relevant work or activity (NVB) defined in the National Vetting Bureau (Children and Vulnerable Adults) Act 2012 to 2016.

Individuals who must be vetted will include but not limited to the following:

- Committee members
- Children’s Officer / Designated Liaison Person
- Parent duty where the same parent provides duty for two or more sessions in any week
- Coach
- Others – as deemed necessary

All the above positions must be successfully vetted before an individual is allowed to take up their chosen position(s).

The requirement for vetting must be included in any job description. Once an individual intends to apply for any vetted position a vetting application must be submitted for processing.

An appointment to a vetted position is subject to a successful vetting outcome.

Vetting young people under 18 years old

Any individual under 18 years of age in the Republic of Ireland and applying for any of the required positions must undergo vetting prior to taking up the position.

Any person under 18 years of age completing a vetting application must obtain the permission of their parent/guardian.

Previous Residence

Any individual who has been resident in the Republic of Ireland for less than one year (taken from the date of the initial vetting application) will be asked to provide a police check from their previous country and will be required to undergo a recheck after 12 months.

Re-vetting individuals

Galway Rowing Club require individuals to be re-vetted as follows:

- Re-vetting is required 3 years after a Certificate is issued whilst working on an on-going basis (employee & volunteer) within Rowing Ireland

- Re vetting is required where a Galway Rowing Club member has been suspended from the sport and then returns
- Re-vetting is required where a Galway Rowing Club member leaves the sport voluntarily and then returns
- Any existing Galway Rowing Club member may be re-vetted if information concerning an individual's suitability to work with children comes to the attention of a Club, Branch or Rowing Ireland. The individual's permission must be sought if re-vetting is part of an investigative process.
- Re-vetting is required if an individual comes from another sport to work with young people in the sport of rowing – even if they have a Certificate from elsewhere.

Section 4 – Vetting Policy - Process

If you are required to be vetted by Galway Rowing Club you will be asked by the Committee to make an application and directed to the Rowing Ireland Vetting Policy – ROI and NI for information and to the forms for Garda Vetting.

Republic of Ireland - National Vetting Bureau

- Rowing Ireland have two Liaison Persons (LP) registered with the NVB:
- National Children's Officer – Tom Fennessey
- Administration Officer – Ceara O'Connor

The LP is responsible for ensuring the application forms are up to date and available, for processing online applications and dealing with information/disclosures as returned from NVB. The LP is also responsible for maintaining the confidentiality of disclosed information and for using such in the best interests of young people and in accordance with this Vetting Policy.

All applications to the NVB are processed by the LP through the NVB on-line application system on receipt of consent and identification verification from an individual seeking to be vetted through an E-Vet ID Form. The requirements of the process are mandatory by legislation.

Rowing Ireland is responsible for maintaining the confidentiality of disclosed information and for using such in the best interests of young people and in accordance with this Vetting Policy.

Examples of offences that will automatically disqualify an applicant are:

- Any offence of a sexual nature
- Any offence against a child or of child abuse or pornography
- An offence that causes gross bodily harm
- Any offence of murder or manslaughter
- An offence of kidnapping
- A series of continuous offending that might cause concern for the well-being of children
- Any charge brought by the Director of Public Prosecutions (for Ireland and Northern Ireland) concerning abuse of a child
- All decisions on the suitability of an applicant are a matter for Rowing Ireland. The NVB and ANI are not involved in such decisions.