



Vetting Policy

Introduction

Canoeing Ireland, is the National Governing Body for Canoeing and Kayaking activities and sets best practice standards at all times to reassure members, parents, the community, stakeholders and sponsors that it will take all steps necessary to maintain and protect the welfare of children and vulnerable adults whilst they are involved in canoeing activities.

Vetting is a process between the National Vetting Bureau and Canoeing Ireland by which Canoeing Ireland will be Supplied with information of concern for adults working or volunteering who might potentially be in contact with children and/or vulnerable persons whilst involved in CI activities.

Vetting is one element Canoeing Ireland's safe recruitment process as a preventative measure that is implemented for the protection of children and vulnerable persons. It will help Canoeing Ireland and their clubs to better protect young people and vulnerable persons against adults with potential to cause harm.

This vetting policy is written in accordance with National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016 Additional relevant legislation; Children's First (currently draft legislation) Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012

You must be a Registered Member of Canoeing Ireland, to undergo in the vetting process with in CI.

Acceptability to work/volunteer in Canoeing Ireland is not assumed until the vetting process is completed and a confirmation letter stating acceptability has been received by the vetting applicant.

Who is required to be vetted

All Members of Canoeing Ireland, and/or their affiliated clubs, who work with or volunteer with Children and vulnerable persons. If you are between the ages of 16 to 18 you must have Parent consent. No one under the age of 16 will be vetted.

These include; but are not limited to; CI Staff Members, Instructors, Coaches, Team Managers, Club Children's Officers, Designated Persons, Junior Officers, Trainee Instructors, Committees (Club & National) National Board Members, CI appointed volunteers and anyone who works with children and vulnerable persons.

Instructors / Coaches / Members who have never lived in Ireland and reside in another country must submit a copy of their Country's vetting accepted certificate along with a copy translated if it is not in English, along with Verification of their Identity.

Instructors / Coaches / Members who have lived in Ireland and reside in another country for more than 1 year must submit a copy of their Country's vetting accepted certificate along with a copy translated if it is not in English to verify that all is in order.

Members must be re-vetted every 5 years

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Criteria and Suitability

The information returned from the NVB will be assessed based on the nature and severity of any offence or conviction that is disclosed.

The levels of suitability are: Accepted, Referral, Rejected

Accepted: This allows the individual concerned to work with Children and Vulnerable persons within Canoeing Ireland. The vetting application does not contain any information to suggest why this individual should not be involved in Teaching, Coaching, and Volunteering in canoeing.

Referral: This means: the returned information from the NVB has disclosures, that need to be further considered. Each case will be processed individually; case by case basis where an application is deemed referred. Special confidential advice may be sought. Once the case has been reviewed, the Applicant will receive a letter with the outcome.

Canoeing Ireland considers the following non-exhaustive list of offences to be particularly relevant, but not limited to:

- * Offences against the person, e.g.: Assault, harassment, coercion
- * Breaches in trust, e.g. fraud, theft, larceny
- * Offences against property e.g. arson, Armed Robbery
- * Drug related charges/ convictions
- * Domestic Violence
- * Offences against animals e.g. Abuse, Cruelty

Rejected: This means: that the individual is considered, not suitable to work or be engaged in, canoeing activities with young people or vulnerable adults. The applicant has specified information or conviction on their Garda record, which is listed under Canoeing Irelands non-exhaustive list to be reasonable grounds to refuse an individual access to working or volunteering with children or vulnerable adults. This type of disclosure will automatically prohibit a person from being allowed to work with children or vulnerable adults within Canoeing Ireland.

If you have been rejected you are not allowed to partake in any Canoeing Ireland Activities that involve with Children and/or vulnerable persons, you are not allowed to be a member of a Club that has Children and/or vulnerable persons.

The following is a non-exhaustive list but not limited to, the results in the rejection of an individual to work or volunteer with children or vulnerable adults within CI

- * Any offence/Conviction of a sexual nature
- * Any offence/Conviction against child or of child abuse or pornography
- * Any offence/Conviction that causes gross bodily harm
- * Any offence/Conviction of Murder or manslaughter
- * An offence/Conviction of kidnapping
- * Any offence/Conviction or pattern of offences/Convictions that might cause concern for the well-being of children
- * Any Offences concerning abuse of a child that are deemed as chargeable for trial by the Director of Public Prosecutions

Appeals - Dispute Resolution Procedure:

Disputing Disclosed information:

This procedure is designed to address any instance in which an Applicant disputes the details contained in the relevant Garda Vetting Disclosure. This process may be activated by the Applicant. The Applicant must submit a letter in writing to the Liaison Person, stating the basis of their dispute. The Liaison Person will then resubmit the entire file to the NVB for further checks. Once this outcome has been reviewed the Applicant will receive a letter stating the outcome of the dispute. This may change if any alternation to legislation occurs.

Sharing Vetting information with others

Canoeing Ireland at present will not share or release any Applicants Vetting information to any other persons unless there is a clear and specific risk to children.

Final Phase of Vetting

Canoeing Ireland will inform each applicant individually by letter of their Vetting application disclosure. Vetting will also be noted on their Personal profile on the Canoeing Ireland data base, which is controlled by the Liaison Officer. It is the Vetted person's responsibility to forward their letter to the relevant parties whom need verification of their Vetting Process.

Definitions:

Child- Means a person under the age of 18 year other that a person who is or has been married. As per the Children's First Bill

LP- Liaison Person

CI- Canoeing Ireland

NVB- National Vetting Bureau



NVB Vetting Application Process

Introduction

Canoeing Ireland has one Liaison Person who is responsible for the vetting process. The LP is appointed by The Board of Canoeing Ireland. The LP is responsible for processing all vetting applications, submissions to and information received from the NVB, and for the confidentiality of any disclosures. Canoeing Ireland will only Process Vetting forms of Registered Members of Canoeing Ireland.

Confidentiality

The LP will keep and store all disclosed information in a safe and secure place. In order to make a decision in referral or rejected application, disclosed information will be anonymised where advice is sought. Disclosed information will only be used or disclosed in accordance with the act.

Commencement of the Act 2016

National Vetting Bureau (Children and Vulnerable persons) Act 2012-2016 Commenced on the 29th April 2016. From 31st of July 2016 Paper forms will no longer be accepted by Canoeing Ireland. 1st August 2016 the E Vetting Will Start.

The E Vetting Process

Identification Verification Process- Step 1—A

The first process is to verify who you are. Fill in the ID verification page. Once filled in you will need to have this form verified by a responsible person. These people are listed on the form. You will need to provide Proof of your identity by showing and making copies of 2 forms of ID. One with Photo on it and another to confirm your current residence. Those combined forms of ID must make up 100 points. The accepted list is with the Id Verification and E Vetting invitation. This will be posted in along with Step No 1B.

Completing a Vetting invitation form – Step 1-B

If you wish to be vetted, you must fill in a Vetting Invitation Form. It is imperative that Vetting invitation form is filled in correctly. Name, DOB, email, address et al. If the form has any errors, or is illegible, it will be returned to you and a new form will need to be completed. Each Applicant should ensure that all information is complete and the Identification section has been signed and dated.

This is the second step in starting the online vetting process. Completed forms along with ID Verificaiton should be posted to Canoeing Ireland, Liaison Person, Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15

On receipt by CI, the Vetting invitation is received by the LP, the LP enters the submitted details onto the NVB website. This will result in the applicant receiving an email to invite them to complete the online vetting form. In the email you will be given a reference number. This is an important number to allow you to proceed with the online process. You will need the following information to hand to complete the form online.

Online Vetting Process – Step 2

The Applicant will receive an email from the NVB to commence with the online vetting. You will be required to have your reference number to hand to start. Once on line, the applicant will need to complete all aspects of the form.

The following details are required;

Details of Birth, Passport Number, Mothers maiden Name, ALL address from birth until present day, any criminal record details eg; court date, outcome. If you are 18 you will require a parent consent form. Also all addresses must have a post code or Eir Code

If the form is not complete, you will not be allowed to submit it.

Online Vetting Process – Step 3

Once you have completed the form CI will be notified and the LP will verify details submitted and then send to NVB for processing.

Applicants will be able to check the process of their vetting application by logging onto the NVB website using their application reference number.

Once the application has been processed by the NVB, this will be returned to the LP with any disclosures. The LP will then act on disclosed information in accordance with the CI Vetting Policy.

Online Vetting Process – Step 4

The LP will contact the applicant if there is a disclosure. The LP will request the applicant to confirm and clarify the details of the disclosure, provide further information. If this is not adequate the applicant will give the LP permission to seek additional details from the NVB.

Successful vetting applicant will receive a letter indicating their suitability to work with or volunteer within CI.

The applicant may appeal the information disclosed, this process goes to the NVB

All members who result in an Accepted status will be recorded on the CI Database

Members who have never lived in Ireland

You must have lived in Ireland to partake in our vetting Process.

Instructors / Coaches / Members who have never lived in Ireland and reside in another country must submit a copy of their Country's vetting accepted certificate. This must be translated into English to verify that all is in order. Post to the address below.

Paper Forms

If an applicant cannot complete the online process, please reply in writing to:

**Liaison Officer, Canoeing Ireland,
Irish Sports HQ,
National Sports Campus,
Blanchardstown,
Dublin 15,
Ireland.**

Please note: Applications not completed online may result in a delay in the vetting process.

