



Policy CI-POLICY-019 – Vetting Policy

Introduction

There are two types of vetting checks available to Cycling Ireland - **Garda Vetting** and **Access NI**; both processes are applicable to Cycling Ireland members and personnel engaged in Cycling Ireland activities.

Cycling Ireland is registered with the Garda Vetting Central Unit, Co. Tipperary and has one appointed Authorised Signatory, Rachel Ormrod, who will submit applications on your behalf. The Garda Vetting Central Unit has been changed to the National Vetting Bureau (NVB), with updated legislation enacted in December 2012.

Cycling Ulster, is registered with Access NI and has two designated signatories - Patrick McAleavey and Marian Lamb.

The decision to engage in vetting for existing members and as part of the recruitment and selection process is in line with the best safeguarding advice available to protect the welfare of children and vulnerable adults within our organisation.

In Northern Ireland there is a legal requirement to not recruit/allow a barred individual to take up a regulated activity position. The only way to ensure a club do not allow a barred person volunteer/worker to take up a regulated activity position is to do an AccessNI check. The Disqualification and Barring Scheme (DBS) determines whether individuals should be barred from working with children and/or vulnerable adults.

In the Republic of Ireland new legislation for Garda Vetting will commence in 2013 through the implementation of the New National Vetting Bureau (Children and Vulnerable Persons) Act 2012. The National Vetting Bureau Act provides a legislative basis for the mandatory vetting of individuals who wish to undertake certain work or activities, either in a paid or voluntary capacity, relating to children or vulnerable persons. In essence any person who engages with children or vulnerable adults on a **regular, ongoing basis** must have received confirmation from Cycling Ireland that they are 'deemed acceptable' to fill the position from a National Vetting perspective. Under the National Vetting Bureau Act it will be an offence to engage with children or vulnerable adults on a regular, ongoing basis in the absence of clearance from Cycling Ireland.

Legislation

Legislation and Information relating to Garda Vetting checks:

- Civil Service Commissioners Act 1956

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- Child Care Act 1991 – Sections 5; 61; 65
- Data Protection Act 1988/2003
- Children’s Act 2001 – Section 258
- Private Security Authority Act 2004
- National Vetting Bureau (Children and Vulnerable Persons) Act 2012

Legislation and Information relating to Access NI checks:

- Access NI Code of Practice
- Part V of the Police Act 1997
- Rehabilitation of Offenders (Exceptions) Order (NI) 1979
- Safeguarding Vulnerable Groups (NI) Order 2007
- Disqualification and Barring Scheme
- Protection of Freedoms Act 2012

Why undertake Vetting

Vetting is now incorporated into our recruitment and selection procedure for recruitment of personnel with access to children and vulnerable adults within Cycling Ireland at local, regional and national level.

It is the minimum requirement expected by the state and parents. As part of our safe recruitment guidance vetting it will help our organisation and clubs be better protected against the risk of having someone within or joining our organization who is unsuitable to work with children.

Who will be required to be vetted

All members with direct responsibility for the supervision and safety of children, and those in a management role of these volunteers/workers will be required to partake of the vetting process. These positions are referred to as **regulated activity positions** – see list below for examples. At present there is no cost to the individual being vetted in the ROI. For anyone who is being vetted through Access NI for employment purposes there is a charge depending on the level of disclosure required, but volunteers will remain free.

Cycling Ireland has a policy that members are to be re-vetted after 3 years – this may change where legislation requirements are amended.

The time taken to complete the vetting process is dependent on the prompt return of accurately completed forms and this must be allowed for when recruiting staff. Contact the respective signatories for estimates on processing time.

The vetting process does not provide clearance for people to work with children and/or vulnerable adults it must be perceived as merely a check to ensure there is no known information that would mean the person was a risk to children/ vulnerable adults and should be seen as just part of the recruitment process. Prior to working with children and/or vulnerable adults a person must have received

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confirmation from Cycling Ireland that they have no records that indicate they are unsuitable to work with children or vulnerable adults.

Regulated activity positions include but not limited to:

- Associate Members *
- Board Members *
- Coaches
- Safeguarding Officers
- Club Committees*
- Designated Persons
- Employees*
- Leaders
- Mechanics*
- Message Therapists
- Officials*
- Physiotherapists
- Regional Boards*
- Standing and Board Appointed Committees*
- Team Managers
- Team Mechanics
- Other personnel*

*Unless the positions highlighted above are responsible for one of the roles below on a regular basis then they would not be required to undergo a vetting or disclosure check. A Vetting or Disclosure check will be required where an individual undertakes relevant work or activities relating to children or vulnerable adults, where such involvement includes:

- Coaching, mentoring
- Teaching, training or instruction
- Care or supervision, including health care and relevant personal care
- Advice or guidance provided wholly or mainly for children relating to their physical, emotional or educational well-being
- Moderating a public electronic interactive communication service likely to be used wholly or mainly by children
- Driving a vehicle being used only for conveying children and carers or supervisors

Vetting under 18 year old members

No person under 18 years of age may undergo the Garda Vetting or Access NI process without the permission of their parent or guardian. But club's should consider the need for such a check and how appropriate it would be to have an under 18 in a position of responsibility that would require a check. A check must not be undertaken on anyone under 16 years of age.

New members taking up regulated positions

The requirement for vetting must be included in any job/role description for a regulated activity position. This policy detailing the vetting process and what prosecutions/convictions may affect the employment position must also be available to prospective employees at the time of application.

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Once an applicant is successful through the interview* stage of a recruitment process the completed vetting form should be submitted to Cycling Ireland for processing. Any appointment is subject to a decision being made following a vetting or disclosure check.

Existing members taking up regulated activity positions should be aware of this Vetting Policy. It is available on the website and forms part of the Code of Practice and Safeguarding Procedures for Young and Vulnerable Cyclists 2010 (or most recent update).

Any existing member in or appointed to a regulated position will be required to undergo vetting on obtaining the age of 18.

*For volunteers this does not mean a formal interview but that at least two club officials have the opportunity to talk to the individual before they take on the role to ensure they are clear about their responsibilities and that their attitudes to working with children are consistent with that expected from cycling.

Re-vetting

All individuals will undergo re-vetting after 3 years or as determined by Cycling Ireland,.

Any individual may be re-vetted if information that would affect a decision concerning an individual's suitability to work with children comes to the attention of a Club, Region or Cycling Ireland.

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Cycling Ireland Vetting Policy

Guidelines for Cycling Ireland personnel processing returned vetting applications.

Crimes/Convictions that require special consideration by the Vetting Review Panel

- Murder, manslaughter
- Rape, attempted rape
- Any crime/conviction against a child while an adult
- Possession of abusive images of children
- Illegal possession of fire arms or offensive weapon
- Domestic violence
- Any crime involving aggression/assault
- Dealing illegal or controlled drugs
- Fraud or dishonesty
- Any crime/conviction against a child while a child
- Possession of illegal or controlled drugs
- Drink Driving
- Dangerous driving
- Public order offence
- Shop lifting, credit card theft
- Crimes of deception

In reviewing a person's record the Vetting Review Panel will use the information available only to form an opinion as to whether the person would present a risk to children or vulnerable adults.

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Cycling Ireland Vetting Review Panel - Terms of Reference

Objective & Roles

The Vetting Review Panel will consider and make recommendations with respect to vetting applications and returns referred to it by the Cycling Ireland Authorised Signatory.

The Cycling Ireland Authorised Signatory will refer the following vetting applications and returns to the Panel;

- Any applications with declared convictions identified as of concern in Cycling Ireland Vetting Policy.
- Any vetting returns with un declared prosecutions or convictions.
- Any vetting returns with prosecutions or convictions identified as of concern in Cycling Ireland Vetting Policy.

The Panel shall consist of no less than 3 members (Cycling Ireland National Safeguarding Officer and CEO) including the Cycling Ireland Authorised signatory.

The Panel is appointed annually by the Cycling Ireland Chief Executive Officer (CEO).

The group shall meet as requested by the Authorised Signatory or National Safeguarding Officer.

No documentation relating to the vetting process may be copied and / or retained by members of the panel except where identified as a requirement under Cycling Ireland procedures.

Where appropriate decisions may be made or ratified by telephone or email.

Minutes of all decisions and/or recommendations made will be made by the Panel will be kept by the Cycling Ireland.

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Designated Signatories

Garda Vetting Officer

Rachel Ormrod
Cycling Ireland
Kelly Roche House
619 North Circular Road
Dublin 1

m: 086 7802937

e: rachel@cyclingleland.ie

Access NI Lead Safeguarding Officer

Patrick McAleavey
74 Hunters Hill Park
Hunters Hill
Gilford
Co. Armagh
BT636TA

m: 077 39552566

e: patrick@paddy55.fsnet.co.uk

Designated Access NI Signatory

Marian Lamb
16 Camlin Park
Crumlin
BT294HE

m: 079 20132135

e: marianlamb@cyclinglester.com

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Appendix One: Garda Vetting Procedure

How is Garda Vetting Carried Out

1. Candidate completes the [Garda Vetting Form](#).
2. Candidates sends completed form to Cycling Ireland authorised signatory.
3. Cycling Ireland Authorised Signatory checks and logs incoming forms and sends them onto National Vetting Bureau .
4. The National Vetting Bureau send Cycling Ireland results of vet.
5. Cycling Ireland makes decision on suitability or otherwise of candidate.
6. Cycling Ireland sends candidate the results.

What is done with the information received?

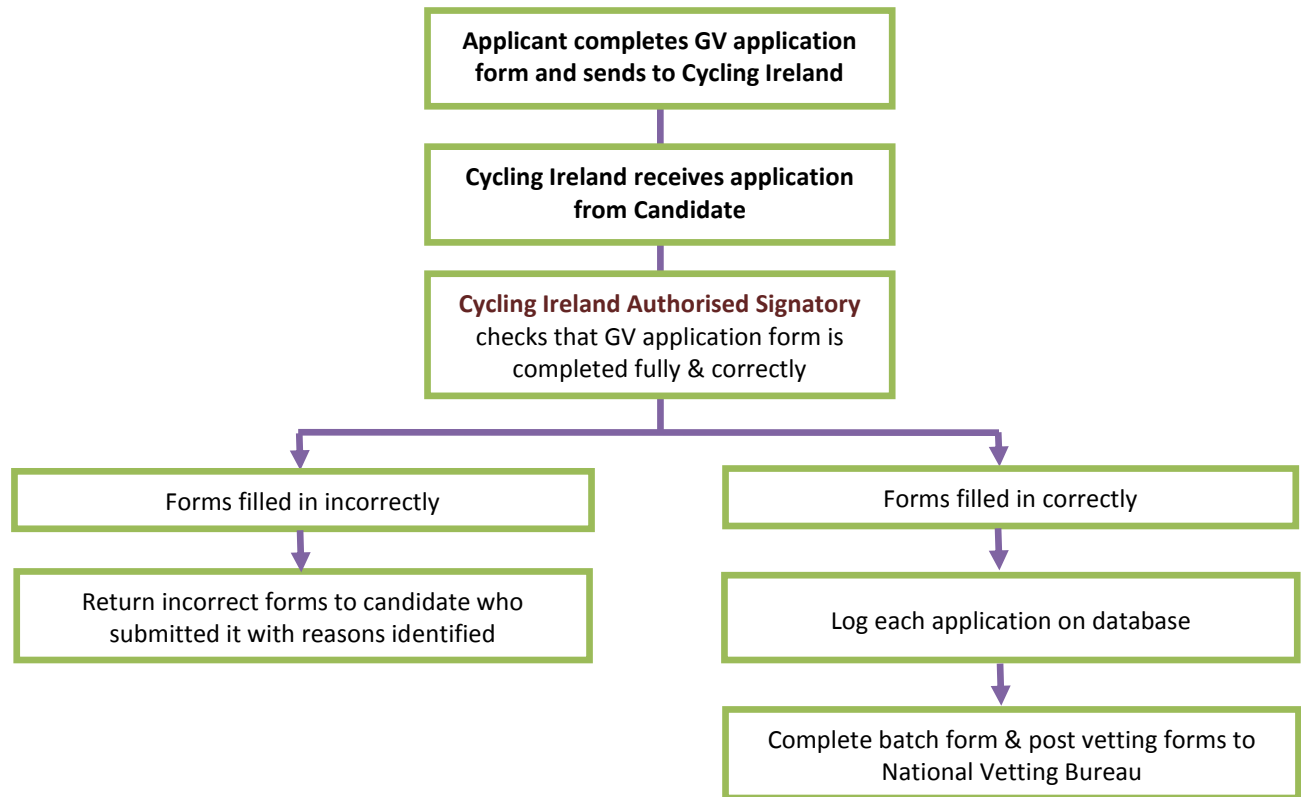
The Garda Vetting Bureau informs Cycling Ireland by post of the results of each vet. Cycling Ireland retains all these forms for 5 years. This information is kept in a secure store within the Cycling Ireland Office to which only authorised members of Cycling Ireland staff have access. After 5 years these records are destroyed.

Cycling Ireland will not send the results of a vetting disclosure to anyone except the candidate and the Cycling Ireland Vetting Review Panel.

Each application is logged on the Cycling Ireland database. However no information relating to the application or disclosure is recorded other than the date it was sent onto the National Vetting Bureau and the date it was received back into the Cycling Ireland office.

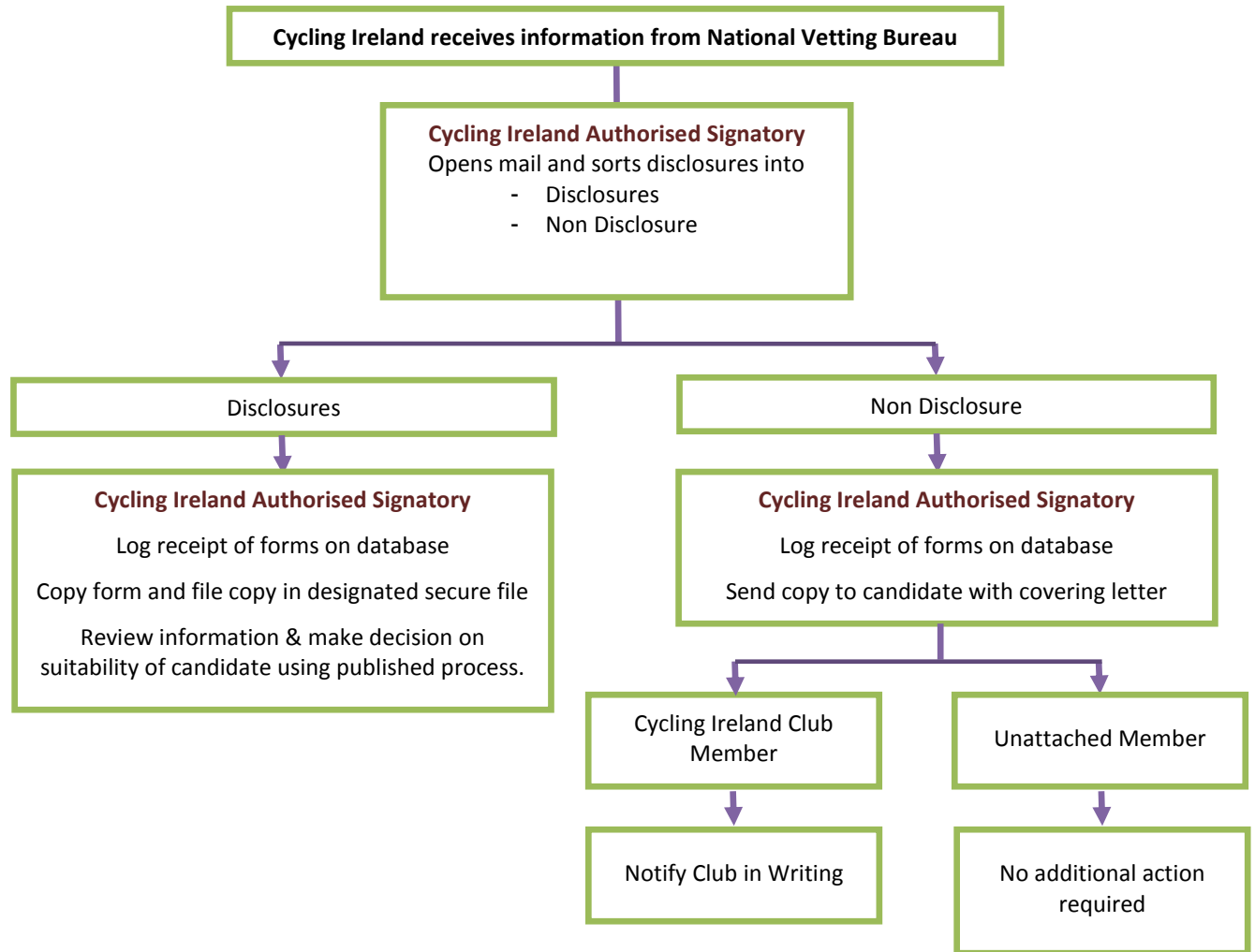
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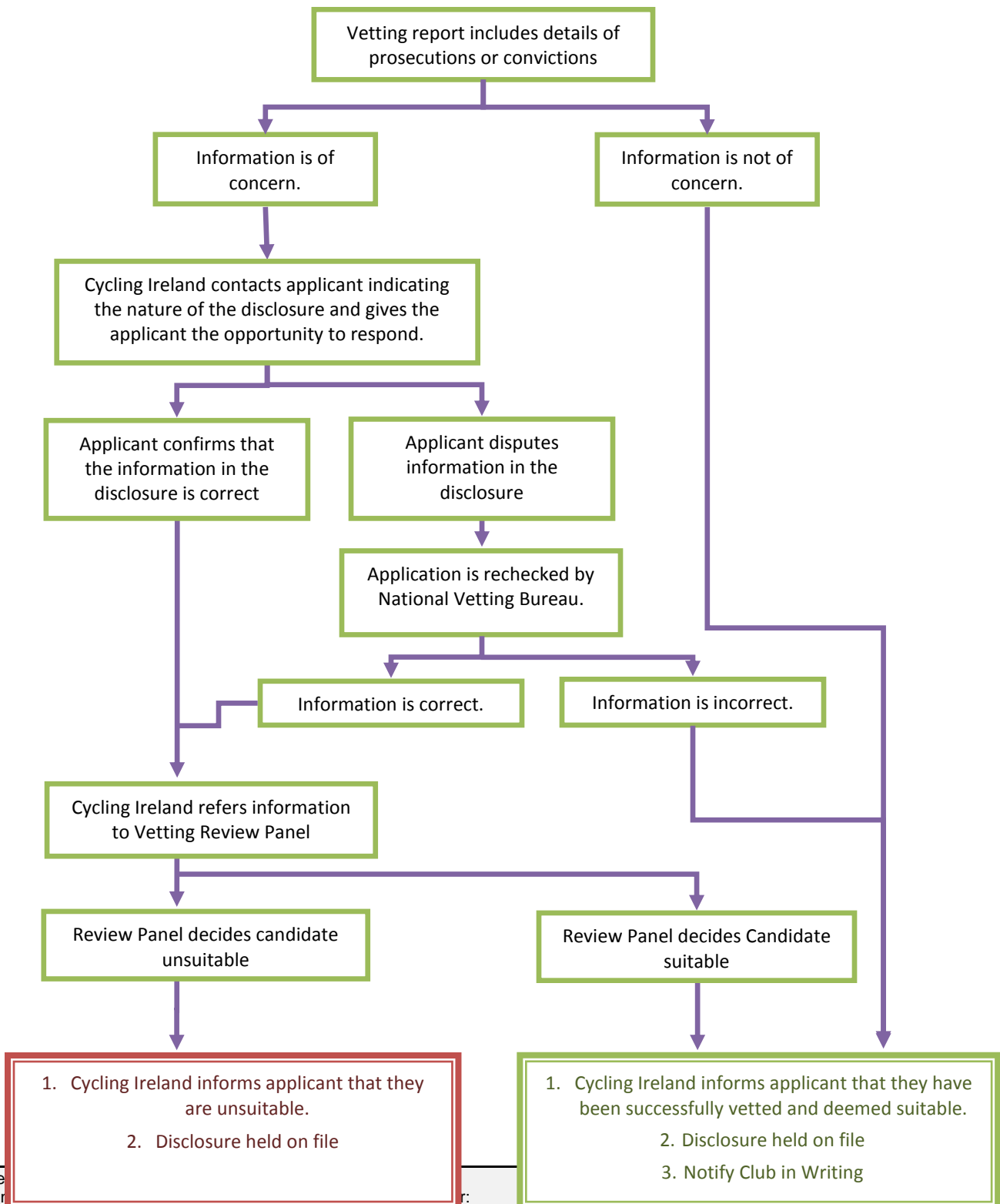
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Review Process for vetting reports with disclosures from National Vetting Bureau



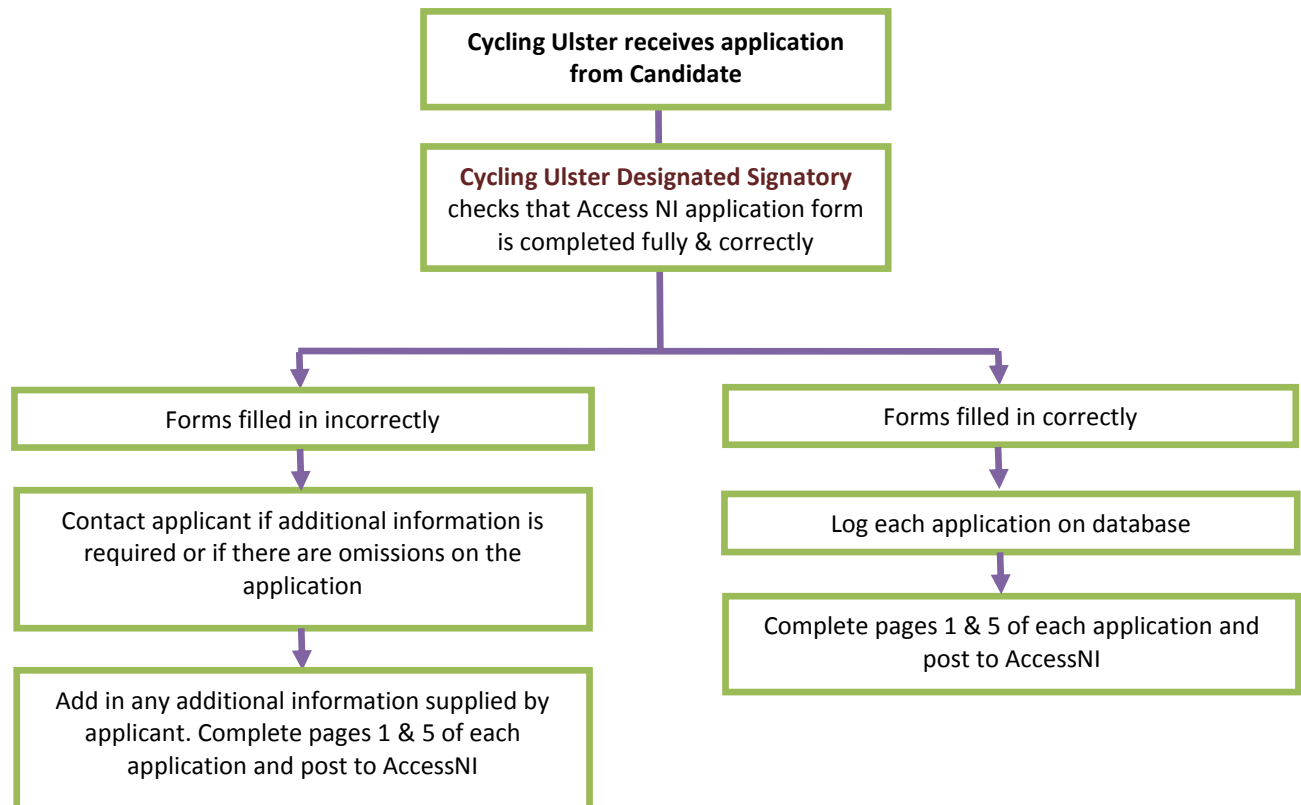
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Appendix Two: Access NI Procedure

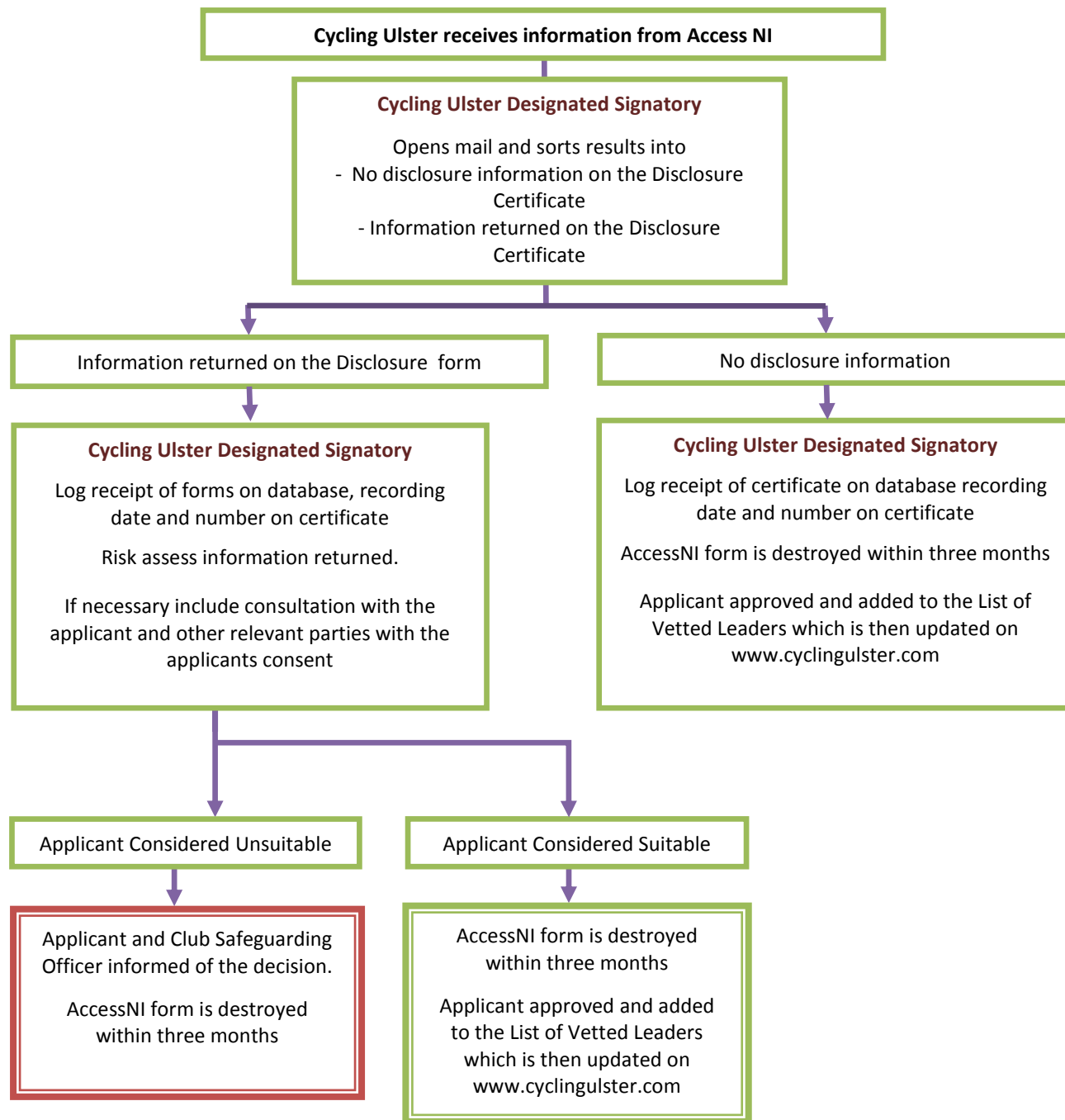
How is Access NI Carried Out?

1. The candidate completes [Access NI Application form](#)
2. Club Committee member completes [ID Validation Form](#).
3. Candidates/Club Secretary sends completed forms to Cycling Ulster designated signatory.
4. Cycling Ulster completes, checks and logs incoming forms and sends them onto Access NI.
5. Access NI send the Designated Signatory and candidate an Enhanced Disclosure Certificate.
6. The Designated Signatory will consider any relevant information returned in consultation the second Designated Signatory. If necessary they will consult with the applicant before making a final decision.
7. In the case where an applicant is deemed to be unsuitable to work with Young People then the club will be informed.



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