

Within AFL Ireland volunteers are subject to Vetting; All members of AFL Ireland, who regularly work with children and vulnerable adults in AFL, must complete a vetting application. An individual will not work / volunteer with children or vulnerable persons in AFL Ireland until their vetting application has been completed and the outcome conveyed to the Liaison Person. It will be an offence to start a person in relevant work before a vetting application has been completed.

AFL Ireland is committed to the protection and welfare of children and vulnerable persons. As part of this commitment AFL Ireland complies with relevant legislation and recommended best practice in recruitment and selection procedures for both employees and volunteers, and will conduct Garda Vetting, where appropriate, as part of this process. The purpose of this page is to provide information and guidance on Garda Vetting procedures within AFL Ireland. This policy applies to AFL Ireland volunteers who carry out “relevant work” with children and /or vulnerable persons on a regular basis as defined in the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 – 2016. Responsibility for ensuring this policy is effectively implemented rests with the Liaison Person within AFL Ireland. 13) How often should vetting be updated? Vetting with AFL Ireland must be refreshed every four years by submitting a new eVetting application form to the Liaison Person.

**What are the benefits of Garda Vetting?**

- Protection of children and vulnerable adults
- Protection of the Association and Club
- Protection of coaches and volunteers
- Management of risk
- Vetting is one of the key elements of the safe recruitment process

## Who provides Vetting?

Vetting is carried out by the National Vetting Bureau of An Garda Síochána. Vetting can only be accessed through AFL Ireland, the NVB does not deal with individual applicants. Vetting cannot be accessed through local Garda Stations. The National Vetting Bureau of the Garda Síochána conducts vetting of applicants engaged in relevant work to ascertain whether these applicants have a criminal record or prosecutions pending. Garda Vetting is the process by which the National Vetting Bureau gives a statement on whether a person has had any convictions - pending or completed - recorded against their name (subject to the Spent Convictions Act of 2016 which allows for certain convictions to become "spent"). In certain circumstances specified information may be disclosed.

### 1. AFL Ireland eVetting steps

**Step 1** The vetting subject completes an AFL Ireland eVetting Invitation & ID Validation form. They then present their original ID's with photocopies to their Club Children's Officer for validation. The vetting subject then posts their eVetting Invitation form along with photocopies of the ID used to the Children's Office at AFL Ireland

**Step 2** AFL Ireland then sends the vetting subject an e-mail inviting him/her to complete the online eVetting Application Form.

**Step 3** The vetting subject completes a eVetting Application Form online and submits it to AFL Ireland.

**Step 4** The AFL Ireland Children's Officer reviews the Vetting Application Form and submits it to the National Vetting Bureau for processing.

**Step 5** The National Vetting Bureau processes the application and forwards a vetting disclosure to the AFL Ireland Children's Officer.

**Step 6** AFL Ireland reviews the vetting disclosure and as soon as is practicable provides a response to the vetting subject.

2. Club liaison Officer – Each Club will be required to appoint a club Liaison Person if they wish to engage in relevant work with Children within their clubs. This person will be Garda Vetted and approved by the Children's Officer

Validation of applicants Identity The Club Liaison Officer must check the identity of the applicant against an original valid form of identification as specified on the eVetting & ID Validation form. The Liaison Officer must tick the appropriate box for the form of ID that was used to verify the identity of the applicant. The 100 point rule for ID validation must be observed - for example a driver's license (credit card type) carries 80 points and therefore must be accompanied by an additional form of ID totalling 100 points. Children under 18 may not have appropriate ID; therefore the 100 point rule is allocated differently. The Liaison Officer completes the ID validation form and signs it confirming that they have verified the identity of the applicant.