# Checklist & Notes for Club Authorised Person Validating ID & Sending Forms to Cl

# Ensure the applicant has...

- The most current and up to date vetting form.

  Please check the Cricket Ireland website (www.cricketireland.ie)
  - Date of Birth
  - Please fill in your Email Address. This is required as the invitation to the e-vetting website will be sent to this address. (Parent/guardians email if applicant is Under 18)
  - Best telephone contact number to be reached
  - The Current Address means the address you are now residing. Including Eircode/Postcode
  - Name of Club/Union applying to work or volunteer with
  - The accurate PIN and Reference number (Acces NI, please confirm with Union before submission)
  - The applicant must confirm their understanding and acceptance of the two statements by signing the application form and consenting to a vetting check.
- Signed their signature and dated the application.
- They must clearly state the role they are being vetted for. It must pertain to children/vulnerable adults. I.e. Not 'coach' but 'coach of youth teams' not 'manager' but 'manager of team including youth players'.

## What do I need to do?

- See the applicants actual ID not just a photocopy, to verify ID. Take a copy of two forms of ID for your records. (Passport, Driver licence, Birth Certificate etc...)
- See a utility bill dated within the last six months (if applicable). Take a copy of it for your records.
   (Mobile phone bills are not acceptable)
- Sign and date the document stating that you are verifying that the applicant is the person in the documents and as stated on the application form.
- Inform the applicant they will receive an email from <a href="mailto:evetting.donotreply@garda.ie">evetting.donotreply@garda.ie</a> within two weeks (it will usually be sooner than this so they should check regularily and in all folders including spam). If they do not pick up this email and fill it in accordingly their application will expire within 30 days and it will need to begin again.
- Scan page 2 and 3 to <a href="mailto:safeguarding@cricketireland.ie">safeguarding@cricketireland.ie</a> (these pages have sent to CI on the bottom of the page) and keep originals on file.
- O Store all documents (application form, copies of ID and utility bill) in a safe secure place within the club. That is locked and accessible only by the DLP and other relevant personnel.

#### Points to note

- The applicant (not the club) will receive a clearance letter from Cricket Ireland if they have been satisfactorily vetted. It is their responsibility to bring this to the appropriate person in their club (the person who originally signed off ID validation or another stated person).
- Applicant will be contacted by Cricket Ireland if the vetting shows up a disclosure
  of concern (the process outlined in the 'Dealing with Disclosures Policy
  will be followed).

# Garda Vetting Club Authorised Person Validating ID

Applicant completes form and presents documents to have ID Validated by Club authorised person. (Ensure applicant has most current vetting application form, see Cricket Ireland website for details.)

(Applicant person)

Check the form is completed correctly, all areas are signed/dated.

Check the applicants identity against the ID. Check their name and address against their utility bill (dated within last 6 months, if applicable). Keep copies and store on file securely.

Sign and date the form Validating the ID Send the relevant pages (marked) to Cricket Ireland.

Applicant should check their email regularly.

They will receive an email prompting them to insert information.

The applicant (not the club) will receive a letter (via email) from CI stating they have been satisfactorily vetted.

Club must be presented with a copy of letter by the applicant before they can commence the role.

Club store copy of letter on the applicants file, for the duration of the vetting.

## **Access NI Process**

Applicant completes online application 'Apply for enhanced disclosure check' – using the PIN number applicable to their PU. Where applicable on form use all forenames

Enters the ten-digit code (from online application) onto Access NI pin notification and ID Validation form

Applicant takes form and relevant ID documentation to the club authorised person (or PU signatory). Authorised person validates ID

Club authorised person posts/emails completed form to Authorised Signatory in PU where it is inputted into the system

Applicant receives their certification via post or email (tick box section during online application). PU signatory contact the club to inform them when the process is satisfactorily completed

Applicant must email a copy of their Access NI Certificate to the CI National Safeguarding Officer. Access NI certificates should be emailed to safeguarding@cricketireland.ie

The applicant will receive a letter (via email) from CI stating they have been satisfactorily vetted.

Club must be presented with a copy of letter by the applicant before they can commence the role.

Club to store a copy of the letter on the applicants file, for the duration of the vetting

# **Vetting Policy**

There are two types of vetting checks available to Cricket Ireland – through the National Vetting Bureau and Access NI; both checks are applicable to members of Cricket Ireland.

Cricket Ireland is a Registered Organisation with the National Vetting Bureau (NVB) with one appointed Liaison. The NVB is situated at Racecourse Road, Thurles, Co Tipperary. Cricket Ireland is registered with Access NI and has one designated signatory.

The decision to engage in vetting for members and as part of our recruitment and selection process is in line with the best safeguarding advice available to protect the welfare of children 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 Access NI 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, through the implementation of the New National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 has now fully commenced. 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. Under the National Vetting Bureau Act, it is an offence to engage with children or vulnerable adults on a regular, ongoing basis in the absence of clearance from Cricket Ireland.

## Vetting policy with Cricket Ireland

Vetting is part of the recruitment and selection process and is a requirement for certain regulated roles working with young people who are under the age of eighteen. This is required by law, with certain differences in each jurisdiction and is in line with the best practice within our organisation. The legislation together with Cricket Ireland's Vetting Policy means that vetting is mandatory for all members and volunteers of Cricket Ireland seeking to engage with children and/or vulnerable adults.

# Information relating to Republic of Ireland (Garda vetting checks)

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 together with the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 Part 3 provides the legal framework for persons working in relevant work or activity to undergo a vetting check prior to working with young people.

#### Relevant legislation relating to Garda vetting checks:

- Civil Service Commissioners Act 1956 Child Care Act 199 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 to 2016
- Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 Part 3
- Children First Act 2019

## Information relating to Northern Ireland

Part V of the Police Act 1997 contains the legislation that enables CI to check individuals working in a regulated activity with children and/or vulnerable persons with the Disclosure and Barring Scheme (DBS). The DBS maintains a list of individuals who are barred from working with children and/or vulnerable adults. It is an offence in Northern Ireland to knowingly offer employment to or allow someone to continue working who is on the DBS barred list.

#### Relevant Legislation and Information relating to Northern Ireland

- Access NI Code of Practice
- Part V of the Police Act 1997
- Rehabilitation of Offenders (Exceptions)(Northern Ireland) Order 1979 (as amended 2020)
- Safeguarding Vulnerable Groups (NI) Order 2007
- Disclosure and Barring Scheme Protection of Freedoms Act 2012

# FAQ's on Vetting

#### Why do I need to be vetted?

Vetting is part of the Cricket Ireland recruitment and selection procedure for personnel with access to or working with children within Cricket Ireland at local, regional and national levels. It is the minimum requirement expected by the state and parents/guardians.

The vetting process does not provide clearance for people but provides information that may be relevant for the organisation in deciding the suitability of an individual to carry out a certain role working with or having access to children and young people. Vetting is one of the measures to protect Cricket Ireland and affiliated clubs against possible perpetrators of child abuse by being a barrier to an individual who is unsuitable to work with children.

Please note that all vetting applications are role and club/location specific. If you hold multiple roles within a club(s) and/or a PU, please list each of the roles that you hold and at which club(s) and/or PU you hold them at on the application form.

For example: Youth Coach in Cork Harlequins, Club Secretary with oversight of Youth Teams in Cork Harlequins and Youth Coach in Munster Cricket Union.

#### Who is responsible?

Cricket Ireland is responsible for processing applications through ANI or NVB and for making the decision regarding an applicant's suitability to be in the role. Club and regional management committees are responsible for ensuring recruited and appointed individuals are vetted in accordance with this policy. Cricket Ireland is responsible for ensuring associate members and individuals operating at national level are vetted in accordance with this policy.

#### Who is required to be vetted?

All persons applying for a role that provides an opportunity for working with children must undergo the vetting process. These positions are referred to as regulated positions (ANI) defined within the Safeguarding Vulnerable Groups

(Northern Ireland) Order 2007 or 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 are those applying for training courses or positions including but not limited to the following:

- Committee member U18 Club
- National Committee
- Regional Committee
- Cricket Ireland employee (where role entails regular involvement with children/vulnerable adults)
- Designated Liaison Person/Mandated Person and Children's Officer
- Groundsperson
- Anyone where the same individual provides duty for two or more sessions in any week
- Coach
- Team Manager/Chaperone
- Other personnel as may be considered within the structure of Cricket Ireland; these positions will have access to young people and/or information that may be deemed sensitive or personal regarding young people.

#### When does a person need to be vetted?

All the above required positions must be successfully vetted before an individual is allowed to take up their chosen position(s) or attend the relevant course. The requirement for vetting must be included (this is a legal requirement in ROI) in any job description for a vetted position. The terms within this policy may affect the employment position and therefore this policy must be available to prospective employees/members at the time of application. 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 letters expire within three(3) years of issue and will need to be resubmitted and approved prior to the expiry date if continuous work is to continue.

#### Vetting children under sixteen

Any individual under the age of sixteen cannot be vetted.

#### Vetting children and young people under eighteen

Any individual aged sixteen or over in Republic of Ireland or Northern Ireland and applying for any of the required positions must undergo vetting prior to taking up the position(s).

Any person under eighteen years of age completing a vetting application must obtain the permission of their parent/guardian. The contact details given should be that of the parent/guardian and not the applicant themselves (ROI).

#### **Previous Residence**

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

#### Re-vetting individuals

All individuals will undergo re-vetting after three years or as determined by Cricket Ireland as required by future circumstances.

Any existing Cricket Ireland employee/volunteer may be re-vetted at any time if information concerning an individual's suitability to work with children comes to the attention of a Club, Provincial Union or Cricket Ireland. Where such an issue arises, a risk assessment will be carried out in accordance to the Cricket Ireland Risk Assessment Policy. Cricket Ireland reserves the right to prohibit persons from playing and/or being a member of a club if it is deemed from a disclosure that them playing or being a member could pose a risk to children. Any individual who moves to a different role within an organisation requiring them to provide a different regulated activity, and or if the individual moves unions or clubs a new vetting request must be made.

#### Vetting as part of an investigative process

Vetting or re-vetting an individual, with their permission, may be considered as part of an investigation or a requirement within the Cricket Ireland Complaints and Disciplinary process.

#### **Vetting charges Cricket**

At present there is no cost to volunteers undergoing vetting in the Republic of Ireland or Northern Ireland. Access Northern Ireland (ANI) makes a charge for individuals being vetted for employment purposes. These charges are detailed on the ANI website or through contacting the ANI signatories.

#### **Processing time**

The time taken to complete the vetting process is dependent on the prompt submission of accurately completed forms. Applicants should contact the Liaison person/signatory for estimates on processing time.

# Processing the disclosed information from NVB & ANI

### Introduction

Any assessment of suitability depends on the relevance of any conviction/disclosed information to the position or role applied for, the self-disclosure of such information, the seriousness of the offence/ disclosed information, the timing of the offence and any possible pattern of offences. The integrity of the applicant with regard to self-disclosure or lack of disclosure on the initial application form is considered important. The information disclosed is used for only the specific purpose for which it was obtained as part of a recruitment or appointment process within Cricket Ireland. On receiving information that may potentially result in exclusion from taking up the regulated position any original documentation is checked to ensure it is correct and that the disclosed information refers to the applicant. If the applicant has self-disclosed the information and this agrees with the disclosure from the vetting body, a decision will be made depending on the type and nature of the offences or report disclosed. If the applicant has not self-disclosed and information is received from the vetting body this will be checked with the applicant.

It is important to note that there may be some instances where the National Safeguarding Panel deems the applicant a 'possible' risk to children and so prohibit them from playing/participating in cricket until a stipulated date, or a particular outcome from a court case.

#### Disclosed information

Disclosure of certain types of convictions/prosecutions/reports or specified information automatically disqualify the applicant from a position working with children.

Examples of offences that will automatically require a precautionary suspension and CI to undertake a risk assessment:

- Any offence of a sexual nature
- Any offence against a child
- 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 and/or vulnerable people
- Any charge or report brought to the Director of Public Prosecutions (for Ireland and Northern Ireland) concerning abuse of a child

The decision on the suitability of an applicant is a matter for Cricket Ireland. The NVB and ANI are not involved in such decisions.

#### Communication of information

If the Safeguarding Officer (within the role of the Liaison person) is required to communicate with the applicant for any reason the following protocol applies:

- Communication may be by phone, email (to the email address stipulated on the application form) or letter marked 'Private and Confidential' or in person if convenient
- The LP/signatory verifies the identity of the applicant (especially via email where the applicant will be asked to verify details contained on their invitation)
- No messages are left
- No discussion takes place with any other person, spouse or partner
- The LP/signatory gives an assurance of confidentiality

If the liaison person/signatory is required to clarify disclosed details the applicant is asked relevant questions, for example:

- Is there anything they remember concerning the time of the offence?
- Have they have ever been to court for the disclosed offences?
- Is there any relevant information concerning the disclosed information?
- Does the applicant understand the relevance of the disclosure to the position/role applied for?

All responses are noted. If any of the information is disputed the disputes procedure in this policy (see below) must be followed.

## **Dealing with Disclosures**

All decisions are made on an individual basis. Consideration is given to the nature of the disclosed information received from the respective vetting bodies and the initial self-disclosure, if any, by the individual. Decisions will only be made on disclosed information that is verified and confirmed, preferably in writing. If a decision is required that is not clearly dealt with in this vetting policy external advice is sought. In this case any identifying information on the disclosure will be removed. External advice may be sought from other advisory bodies, e.g. Participation Unit from Sport Ireland or Child Protection in Sport Unit from NSPCC. Where the applicant is suitable for the position currently held or applied for, this is communicated to the individual by issuing a letter accepting suitability to work within Cricket Ireland. Where the information disclosed by the vetting organisation and/or self-disclosed by the applicant deems the individual to be unsuitable for the regulated position they are informed of such preferably in person, however this is not always possible. In the case where an individual cannot be informed in person they will be requested to contact the LP/signatory as a matter of urgency. The applicant is allowed the opportunity to withdraw from seeking any role or position.

# **Data Security**

The data submitted by the applicant and any responses from the vetting organisations is subject to data security. Cricket Ireland will only release information concerning the suitability of an individual to a person who needs to know. If an applicant withdraws either their application for a position or from their position, information concerning their suitability for working with children will not be released, unless legally required to do so.

In accordance with the rules laid down in the Data Protection Acts 1988/2003 and ANI code of practice the signatory on behalf of Cricket Ireland will:

- Obtain and process information fairly with permission
- Keep this information for specified lawful purposes
- Use and disclose information only in ways compatible with these purposes
- Keep information safe and secure
- Keep information accurate, complete and up to date
- Ensure that any information is adequate, relevant and not excessive
- Retain information for no longer than is necessary for the purpose or purposes
- Give a copy of their personal information to an individual, on request

## **Disputes**

Cricket Ireland cannot dispute the information disclosed by ANI or NVB. Any individual disputing the disclosed information will need to follow the procedure for the relevant vetting body. The applicant will not be permitted to take up a position while any disclosure is under dispute.

If there was an error in the completion of the form this should be rectified by the applicant by completing a new application.

## Disputing the Decision of Cricket Ireland

All decisions on the suitability of an applicant are based on the information released by the relevant vetting body, and subject to the direction of this policy with due attention to the fair and lawful treatment of applicants whilst also accounting for the paramountcy principle in the protection of children and young people within sport. The LPs and signatories have a responsibility to observe professional standards and will be cautious to recognise their own values and personal ethics in evaluating the seriousness and the relevance of any offence. Any dispute concerning the decision of the National Safeguarding Panel should be submitted in writing to Cricket Ireland. Advice from independent advisors according to the jurisdiction will be taken, as guided by this vetting policy. This will be communicated to the individual in accordance with the protocol. The outcome of this decision will be final.