



SUTTON DINGHY CLUB - Garda Vetting Policy

Introduction

Garda Vetting is a process whereby an approved organization submits a request to the Garda Vetting Unit to check or identify if an individual has convictions or prosecutions on record. Typically the individual is or may be in a role with unsupervised access to children, young people or vulnerable adults.

The decision to be vetted is a voluntary one by the individual (members / staff / volunteer or applicant). However this practice is in line with the best safeguards available to:

- protect the welfare of children and vulnerable adults within sports clubs and youth organizations.
- Identify if candidates for a position or role have convictions or have been prosecuted for crimes which may mean that they are unsuitable for the position.
- Protect the rights of the candidates.
- Protect Sutton Dinghy Club.

The Garda Vetting Unit only identifies if someone has convictions or prosecutions on record it does not provide clearance for people to work with children and vulnerable adults. It is the responsibility of **Sutton Dinghy Club** to decide the suitability of candidates based on a range of relevant criteria including the results of Garda vetting.

Sutton Dinghy Club through its affiliation with ISA and FÁS CE Project may access vetting through either the ISA or indeed FÁS.

In the case of the ISA vetting may be accessed through them ONLY if they have met the minimum criteria laid down by the Association. These include;

- Acceptance of the conditions and processes laid down by the ISA.
- The appointment of a Vetting Liaison Officer (VLO).
- Provision of policies & procedures to be used when recruiting and vetting.
- Applications may only be submitted through the Vetting Liaison Officer.

At present there is no cost to the person vetted.

The Vetting Liaison Officer

- Must be appointed by **Sutton Dinghy Club** and ratified by General Committee
- Acts as liaison between ISA and **Sutton Dinghy Club**.
- Responsible for distribution of all vetting application forms, submissions to and information received from the ISA.
- Responsible for maintaining the confidentiality of information received from both the individual and the ISA.

Garda Vetting Policy

Garda Vetting is an extra measure now incorporated into our recruitment and selection procedure for personnel with access to children, young people and vulnerable adults. It will assist in protecting **Sutton Dinghy Club** against possible perpetrators of child abuse by providing a barrier to any individual who is unsuitable to work with children.



All persons within **Sutton Dinghy Club** with unsupervised access to children, young people and vulnerable adults and those making decisions regarding the welfare of children will be vetted.

- **Sutton Dinghy Club** will request a Garda Vetting Disclosure for all listed roles (see Table A) be they filled by members, staff or volunteers who work with children, young people and vulnerable adults.
- **Sutton Dinghy Club** will request Garda Vetting Disclosure for all members with access to children, young people and vulnerable adults, either in a supervisory role or in a management role.
- Applications may only be submitted through the Vetting Liaison Officer.
- Individuals may not apply for vetting for themselves or anyone else.
- The Vetting Liaison Officer may request a Garda Vetting Disclosure for other positions.
- During employee recruitment this policy detailing the process and the prosecutions or convictions that may affect the employment position must be communicated to prospective employees at the time of application.
- There will be a requirement to be re-vetted on any change of position or after 5 years (whichever is sooner).

Role
Centre Principal
Senior Instructor(s)
Instructor(s)
Vetting Liaison Officers
Children's Officers
Designated Liaison Person
Junior Class Captains
Recruitment Officers
Rescue Boat Drivers & Crew
Office and Club Administration

Table A