

***Institiúid Teicneolaíochta Trá Lí***  
**INSTITUTE OF TECHNOLOGY TRALEE**

**Procedure for vetting  
students for placement in  
environments with children  
or vulnerable adults**

<b>Revision</b>	<b>Date</b>	<b>Revision Description</b>	<b>Originator</b>
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**Status: Approved**

**E. & O.E.**

## 1 Purpose

The purpose of this document is to outline procedures and responsibilities relating to the vetting of students for placement in environments with children or vulnerable adults.

## 2 Scope

This procedure applies to students who have been offered a place on one of the programmes specified in Group A:

### **Group A**

#### *Level 8 Programmes:*

- TL821 BA (Hons) in Adventure Tourism Management
- TL871 BSc (Hons) in Health and Leisure
- TL872 BSc (Hons) in Health and Leisure with Massage
- TL880 BA (Hons) in Early Childhood Care and Education

#### *Level 6/Level 7 Programmes:*

- TL721 BA in Adventure Tourism Management and add on years
- TL771 BSc in Health and Leisure and add on years
- TL772 BSc in Health and Leisure with Massage and add on years
- TL780 BA in Early Childhood Care and Education and add on years
- TL781 BA in Social Care and add on years
- TL782 BA in Youth and Community Work Practice and add on years

Bachelor of Arts in Outdoor Education

#### *Masters Programmes:*

- Master of Science in Educational Technologies
- Masters of Arts in Social Studies (Advanced Professional Practice)
- Master of Science in Adapted Physical Activity Leadership

\*Garda Vetting is required for students registered on these programmes as the work placement element involves working with students at second level, either in the Institute or in the school.

### **Group B**

The HSE will be responsible for the vetting of all students registered on the following programmes:

- TL890/892 BSc (Hons) in General Nursing
- TL891/893 BSc (Hons) in Mental Health Nursing

The HSE Garda Vetting Policies and Procedures will apply in relation to students registered on programmes specified in Group B. A member of the HSE will meet with students during orientation week for collection of Garda Vetting.

The recommendation from the HSE in relation to the suitability or otherwise of a student to be admitted to a work/clinical placement will be endorsed by the Institute without further review.

### 3 Definitions

Children	People under 18 years or age
Vulnerable adult	A person aged 18 years or over, who is in receipt of or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation
Offence	Breach of provision of criminal legislation e.g. Assault, public order, rape, sexual assault etc.
Conviction	Facts proven by prosecution beyond all reasonable doubt and Judge finds offender guilty
Placement	Working environment without direct constant supervision by qualified staff
Vet	Definition of service by Garda Central Vetting Unit
GCVU	Garda Central Vetting Unit

## 4 Responsibility

President: P

Registrar: R

Head of School: HOS

Head of Department: HOD

Lecturer: L

Schools Liaison Officer: SLO

Marketing Officer: MO

Staff in the Admissions Office: Admin

Academic Administration and Student Affairs Manager: AASSM

Authorised Signatory: AS

Garda Central Vetting Unit: GCVU

## 5 References

Garda Vetting Policies and Procedures

HSE Guidelines

## 6 Procedure

	<b>Responsibility</b>
The Institute appoints a person to act as the 'nominating signatory' on behalf of the Institute.	P
The Institute appoints a person to act as the 'authorised signatory' on behalf of the Institute for liaison with the GCVU Note: The Registrar has appointed the Admissions Officer as the 'authorised signatory'.	R
Information is made available in a consistent and accessible format in Institute publications and course documentation	R, HoS, HoD, AASAM, AO, SLO, MO
Registration packs issued to applicants for the above programmes will contain: <ul style="list-style-type: none"><li>• Garda Vetting Application Form - Appendix 1 (a);</li><li>• Guidelines on how to complete Garda Vetting Application Form – Appendix 1 (b);</li><li>• Garda Vetting Parent/Guardian Consent form, (for applicants under 18 years of age) – Appendix 1 (c);</li><li>• Guidelines on how to complete Statutory Declaration Form – Appendix 2 (a);</li></ul>	AO

<ul style="list-style-type: none"> <li>• Statutory Declaration Form - Appendix 2 (b);</li> <li>• Supplementary Information form for applicants who have resided outside the Republic of Ireland for a period of six months or more – Appendix 3 (a);</li> <li>• Examples of incidents on a student record and the implications of same – Appendix 3 (b);</li> <li>• Checklist for all documentation required – Appendix 3 (c)</li> <li>• Letter re: Garda Vetting Procedure – Appendix 3 (d).</li> </ul>	
<p>At the commencement of Registration, all applicants to be advised:</p> <ul style="list-style-type: none"> <li>▪ of the importance of full disclosure on the Garda Vetting Application Form;</li> <li>▪ that any omissions or false statements on the Garda Vetting Application Form will be deemed a serious matter by the Institute and may lead to De-registration.</li> </ul> <p><b>Note:</b> A default code of GVR (Garda Vetting Required) will be assigned in banner for each student on the programmes specified in section 2.</p>	AO
<p>Applicant completes all relevant forms prior to registration and provides any additional information that the Institute may deem necessary in order for the Vetting Committee to make a determination as to the suitability of the student for the above programmes. This may require applicants to provide an enhanced disclosure by the completion of an affidavit at the time of registration.</p>	Student
<p>The authorised signatory or nominee will screen each application and supporting documentation. If an applicant self-declares one of the offences which automatically disbars a candidate, then the authorised signatory or nominee informs the applicant in writing that his/her registration status is terminated and assigns the code DRG (de-registered) to the student record in banner.</p> <p>If an applicant self-declares any other offences then these are forwarded to the Vetting Committee for review and the authorised signatory assigns the code IRP (Issues Raised Process Incomplete).</p> <p>If an applicant has resided outside the Republic of Ireland for six consecutive months or more and has not provided police clearance for the said periods then the authorised signature assigns the code OSP (Police OverSeas Required and must be supplied by student).</p>	AS
<p>The authorised signatory will forward all applications from eligible candidates to the Garda Central Vetting Unit.</p>	AS
<p>The Authorised Signatory liaises each year with the work placement co-ordinators on all programmes, to agree a date when the letters are to be supplied to the Placement Co-ordinator for distribution to the Work Placement Agency.</p>	AS
<p>The Institute Vetting Committee will review all applications where issues have arisen either via a self-declaration or a Garda vetting report. The Institute Vetting Committee will consist of:</p>	Chairperson of Institute Vetting Committee

- Head of School of Science or nominee (Chairperson);
- Heads of Department who manage the programmes specified in section 2;
- A lecturer from each Department which delivers one the programme(s) specified in section 2, who is currently lecturing on one of the aforementioned programmes. This lecturer will be nominated by the relevant course committee(s) within the department;
- Authorised Signatory;
- President of Students' Union or nominee;
- A representative from an external authority/body may also be a member of the committee. This person will be nominated by the Chair of the Vetting Committee and may be involved in the Risk Assessment if such is required.

The quorum for the Committee is four.

The Vetting Committee will review all reports which have given rise to concerns and partition them into Minor offences and Major offences. Minor Offences are of a nature which does not warrant serious sanction/de-registration from the programme. All minor offences will be dealt with at Departmental level. Major Offences will be considered by the Institute Vetting Committee.

**Minor Offences:** The process to be followed is as follows:

1. The Authorised Signatory or nominee will forward all relevant documentation to the relevant Head of Department.
2. On receipt of the documentation the relevant Head of Department will arrange a meeting with the student. The correspondence, which will be issued by the Authorised Signatory to the student should state:
  - The purpose of the meeting;
  - That the student will be meeting with the Head of Department and a lecturer nominated by the relevant Course Committee;
  - That the student may be accompanied at the meeting by an individual of his/her choice;
  - The correspondence should also include all relevant documentation.
3. At the meeting the nature of the incident should be explored and discussed.
4. Minutes of the meeting and the outcomes should be agreed and signed by all parties. Student to be informed of the following:

- The Prospective Placement Agency will be provided with the Garda Vetting report as furnished by the Garda Central Vetting Unit, Tipperary, and the relevant Institute documents and reports, and details of meeting(s) with student;
  - The final decision in relation to accepting him/her on a work placement rests with the Placement Agency;
  - If a student is unable to secure an appropriate work placement, then he/she will not be able to progress to the next stage of the programme and/or graduate from the programme;
5. Minutes should be retained at departmental level and a copy forwarded to the Authorised Signatory;
  6. On receipt of the documentation the Authorised Signatory will assign the code (MIN) to the student record in banner (Note: Garda/Police Authorisation received/no convictions), and a letter is generated through the banner system records indicating details of the minor conviction.

**Disclosure of Confidential Information:**

Where a Placement Agency is not in a position to guarantee confidentiality of information, the Placement agency co-ordinator will provide the relevant documentation to a designated Individual (Agency Manager for example).

The said individual will review the documentation, sign, date and record the decision. The Placement co-ordinator then returns the document to the Authorised Signatory within the Institute.

**Major Offences:** The process to be followed is as follows:

1. The Authorised Signatory or nominee will forward all relevant documentation to the Chairperson of the Institute Vetting Committee;
2. On receipt of the documentation the Chairperson of the Committee will convene a meeting of the Institute Vetting Committee and issue correspondence to the student;
3. The correspondence issued to the student should state:
  - The purpose of the meeting;
  - That the student will be meeting with the Institute Vetting Committee;
  - That the student may be accompanied at the meeting by an individual of his/her choice.

The correspondence should also include all relevant documentation.

<p>3. At the meeting with the student the nature of the incident is discussed and the Committee may decide either to:</p> <ol style="list-style-type: none"> <li>a. Permit the student to continue his/her course of study at the Institute;</li> <li>b. De-register student;</li> <li>c. Defer the final decision on matter until <ul style="list-style-type: none"> <li>• A Risk Assessment is undertaken <input type="checkbox"/></li> <li>or</li> <li>• Additional references or medical information is provided <input type="checkbox"/></li> </ul> </li> </ol> <p>Authorised Signatory updates student record in banner in light of the decision of the Institute Vetting Committee.</p> <p>If the Institute Vetting Committee permits the student to continue his/her course of study, then he/she will be informed in writing of same. The student will also be informed that:</p> <ol style="list-style-type: none"> <li>1. The Prospective Placement Agency will be provided with the Garda Vetting report as furnished by the Garda Central Vetting Unit, Tipperary, and the relevant Institute documents and reports, and details of meeting(s) with the student;</li> <li>2. The final decision in relation to accepting him/her on a work placement rests with the Placement Agency;</li> <li>3. If a student is unable to secure an appropriate work placement, then he/she will not be able to progress to the next stage of the programme and/or graduate from the programme;</li> <li>4. Consequently the student is not be eligible to progress and/or graduate from his/her programme of study.</li> </ol> <p><b>Note :</b></p> <p>Where a risk assessment is required and is to be carried out by Institute staff then the guidelines in Appendix 4(a) should be followed. Risk Assessment Form – Appendix 4(b) is to be completed, signed and forwarded to the Institute Vetting Committee for its consideration. The Institute Vetting Committee is re-convened to consider the matter and the Chair of the Committee informs the student in writing of the Committee’s decision and a copy is forwarded to the Authorised Signatory.</p> <p>A report of the meeting is issued by the chair to the student and a copy is sent to the Authorised Signatory. The Authorised Signatory on receipt will update the relevant fields in Banner.</p>	
<p>The student may, within two weeks of the date of the letter, issued by the Chair of the Vetting Committee, make an appeal to the Registrar to have their case reviewed by the Institute Appeals Committee.</p>	<p>Student</p>



<p>The GCVU responds to the vetting request by ticking and signing one of the following sections of the form:</p> <ul style="list-style-type: none"> <li>• According to Garda records there are no previous convictions recorded against the above named applicant;</li> <li>• The attached convictions appear on Garda records;</li> <li>• The attached prosecutions are pending;</li> <li>• Further investigations are ongoing.</li> </ul>	GCVU
<p>The form and any attached documentation are returned in confidence to the Authorised Signatory.</p>	GCVU
<p>Where the information supplied by the GCVU is inconsistent with the response from the student, the Authorised Signatory will meet with the student to clarify whether:</p> <ul style="list-style-type: none"> <li>• The student information supplied by the GCVU is correct; <ul style="list-style-type: none"> <li>- If there is a discrepancy between the Self Declaration and the GCVU then a signed declaration by the student of the reasons for the non-disclosure will be required. The student will have 5 working days to submit this written response from the date of the meeting with the Authorised Signatory.</li> </ul> </li> <li>• The student does not agree that the information supplied by the GCVU is correct in which case the Authorised Signatory will request the GCVU to review their information and confirm or review their initial response.</li> </ul>	AS
<p>The Authorised Signatory will inform the Institute Vetting Committee of the discrepancies between the self-disclosure form and the report from the Garda Central Vetting Unit. The committee may decide to re-open any issue previously considered by the committee in light of new information provided by the Garda Vetting Unit.</p>	AS and the Chairperson of the Institute Vetting Committee
<p>The Authorised Signatory will update the student record in Banner and specify one of the following codes for each student registered on the above programmes:</p> <p><b>GVR</b> = Garda Vetting Process Requirement Incomplete (the default code entered for all programmes which require Garda/Police clearance);</p> <p><b>OSP</b> = Over Seas Police Vetting Process Incomplete - International Clearance Required;</p> <p><b>GAR</b> = Suitable for Placement (no convictions specified in GCVU report or self-declaration);</p> <p><b>RCP</b> = Recommended for Placement (convictions specified in GCVU report or self-declaration but recommended for placement by Institute);</p> <p><b>MAJ</b> = Major Conviction/Offence – reviewed by Institute Vetting Committee and department and at the discretion of placement agency if placement approved (details of convictions included);</p> <p><b>MIN</b> = Minor Conviction(s)/Offence(s) – reviewed by department</p>	AS

<p>and letter prepared for placement agency to include details of Minor Conviction(s)/Offence(s);</p> <p><b>RVP</b> = Repeat vetting required - this will be used where students opts to take a break from his/her studies for a period greater than twelve months. This code may only be applied to a student who has already been classified as <b>GAR</b> or RCP;</p> <p><b>DRG</b> = Student not suitable for placement and to be de-registered (convictions specified in GCVU report or self-declaration of a nature which the Institute deems a candidate unsuitable for placement).</p> <p><b>Note:</b> Only students who have a banner code of <b>GAR</b> or <b>RCP</b> are deemed suitable for work placement.</p> <p>The work placement status report is to be generated by the relevant School and reviewed by the relevant Head of Department to ensure only students deemed suitable for placement are released for placement.</p>	
Appropriate records of the deliberations of the vetting committee will be retained.	HOS, HOD and AS
A placement letter (appendix 5) is to be issued by the relevant department to the agency/agency placement supervisor for all students who have a code of GAR/MIN/MAJ in banner.	AO
The agency/agency placement supervisor makes a final decision on whether to accept an individual student based on placement letter provided by the student.	Agency/Agency placement supervisor
The Institute is obliged to inform any placement agency of the existence of any convictions/cases pending.	Vetting committee
<p>The Institute Vetting Committee has the right to revisit the status of any student in light of any additional information received by the Institute at any time during his/her course of studies at the Institute.</p> <p>Failure to inform the Institute of any relevant information is deemed a serious offence, and may result in de-registration from the programme.</p>	AO
In the event of any change in the student's status regarding criminal convictions or Garda Vetting, the student is required to immediately communicate the details of the change to the authorised signatory. Failure to comply with this requirement will be considered a very serious disciplinary matter and may result in de-registration.	Student
In the event of a student taking a year or more out from a programme, s/he will be required to undertake further Garda Vetting on re-commencement of his/her studies.	AO and Student
Applicants applying for entry into year 2 and subsequent years of the programmes specified in section 2 will be required to complete the Garda Vetting Application Form.	AO and Student
External applicants for the programmes specified in Section 2 above will be required to complete the Garda Vetting Application Form.	AO and Student

## APPENDIX 1:

### APPENDIX 1 (a): GARDA VETTING APPLICATION FORM

You must specify on the form all convictions/cases pending. Omissions or any false statements of mis-representation will be deemed a serious matter by the Institute and may lead to your Deregistration.

Please note this form will be sent to the Garda Central Vetting Unit. If there are discrepancies between the Garda Vetting report and your self-declaration, the Admissions Officer will be in contact with you.

Please find attached the following documents which you should read prior to completing the Garda Vetting Application Form:

- Appendix 1 (b) Guidelines on how to complete the Garda Vetting Application Form
- Appendix 1 (c) Garda Vetting Parent/Guardian Consent Form, if you are under 18 years of age
- Appendix 2 (b) Statutory Declaration Form

#### Additional Information enclosed in this pack:

- Appendix 3(a) Supplementary Information for students who have resided outside the Republic of Ireland for more than 6 consecutive months
- Appendix 3(b) Examples of categories of incidents on a student record which
- will automatically disbar him/her for eligibility to be a student on the above programmes
  - will most likely disbar him/her for eligibility to be a student on the above programmes
  - which could disbar him/her for eligibility to be a student on the above programmes
- Appendix 3(c) Checklist for all documentation required.

Please read carefully through all of the attached before you complete the forms. Please complete forms and return immediately. If you are under 18 years of age you must also complete the Garda Vetting Parent/Guardian Consent Form and also bring this with you on the day of your registration or by return post to the Admissions Office.

If you have any queries, please do not hesitate to contact me.

**Lucy Fitzell**  
**Admissions Officer**

**Tel:** 066 7145635  
**E-mail:** [Lucy.Fitzell@staff.ittralee.ie](mailto:Lucy.Fitzell@staff.ittralee.ie)

## APPENDIX 1 (b): Guidelines on how to complete GARDA VETTING APPLICATION FORM

### PLEASE READ CAREFULLY BEFORE COMPLETING YOUR GARDA VETTING APPLICATION FORM

Please ensure that all information supplied is correct and accurate. **Failure to correctly complete or disclose full information** on convictions, convictions pending or offences may result in your not being able to participate in the work placement module and ultimately being Deregistered from the programme.

When you have completed this form, please return it to the Admissions Office, IT, Tralee. It is the responsibility of the Institute to forward this documentation to The Garda Central Vetting Unit in Tipperary for vetting purposes.

<b>Section of Form</b>	<b>Explanation</b>
<b>Surname:</b>	<i>Insert your surname here</i>
<b>Previous Name:</b>	<i>Insert any previous surname here (eg. maiden name)</i>
<b>Forename:</b>	<i>Insert your forename/first name(s)</i>
<b>Alias:</b>	<i>If you are known by any name other than that/those on your birth certificate, please insert here (eg. John Og, Bridget/Bridie/Breege, Eugene/Gene etc.)</i>
<b>Personal Service Public (PPS) Number formerly called RSI number:</b>	<i>Not applicable</i>
<b>Date of Birth:</b>	<i>Insert your date of birth (day/month/year)</i>
<b>City or Town of Birth</b>	<i>Insert the name of the city or town that you were born in (eg. Tralee)</i>
<b>Have you ever changed your name?</b>	<i>If yes, Tick <b>YES</b> box. If no, tick <b>NO</b> box.</i>
<b>If YES, please state former name:</b>	<i>Insert any previous names if applicable (eg. in the event that you were married on more than one occasion or that you have changed your name by deed poll etc.)</i>
<b>Please state ALL addresses from year of birth to present date:</b>	<i>It is very important that your current address and all previous addresses, including all addresses abroad, are provided. You must also insert the years that you resided at these addresses (i.e. the year from and the year to). Please ensure that there is not of period of time that is <b>unaccounted</b> for (eg. 1985 to 1986 and 1988 to 1992). In this case, your form will be returned because a year was omitted. <b>You are also required to disclose any address outside of Ireland, where you spent more than 6 consecutive months in residence.</b></i>
<b>Have you ever been convicted of an offence in the Republic of Ireland or elsewhere</b>	<i>If no, tick <b>No</b> box. If <b>Yes</b>, tick <b>Yes</b> box, and provide details of conviction(s). Please also mention if an offence has occurred which has not yet been reviewed by the courts.</i>
<b>DECLARATION:</b>	<i>Read this carefully, sign and date it, and also print your name in <b>BLOCK CAPITALS</b> underneath the signature</i>



**APPENDIX 1 (C):**

**GARDA VETTING  
PARENT/GUARDIAN CONSENT FORM**

I, \_\_\_\_\_ (name)

of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (address)

being the \_\_\_\_\_  
Father/Mother/Guardian

of \_\_\_\_\_  
Name of applicant for Garda Vetting

Date of birth of applicant: \_\_\_\_\_

**do hereby consent for An Garda Síochána to conduct Garda Vetting in respect of the above named applicant and to furnish to the registered organisation for Garda Vetting, as indicated in the attached Garda Vetting application form, a statement that there are no convictions against him/her in the Republic Of Ireland or elsewhere, or a statement of convictions and/or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be, subject to the administrative filter implemented by the Minister for Justice and Equality on 31<sup>st</sup> March 2014.**

**Signed:** \_\_\_\_\_  
( \_\_\_\_\_ )

**Date:** \_\_\_\_\_

## APPENDIX 2:

### Appendix 2 (a) - Guidelines on how to complete the Statutory Declaration Form

- (a) You must complete and sign the Statutory Declaration Form and get this signed and stamped by **one** of the following:
- Practising Solicitor;
  - Commissioner of Oaths;
  - Notary Public; or
  - Peace Commissioner.
- (b) If you are under 18 years of age, your parent/guardian must sign and witness the signatures on the Statutory Declaration Form.

## Appendix 2 (b): STATUTORY DECLARATION FORM

I, (FIRST/SURNAME): \_\_\_\_\_

FROM: (Full POSTAL Address) \_\_\_\_\_  
\_\_\_\_\_

Name of Programme that I am undertaking: \_\_\_\_\_

aged eighteen years and upwards SOLEMNLY AND SINCERELY DECLARE as follow:-

1. This Declaration relates to and is relevant to the duration of my course of study at the Institute of Technology, Tralee, Co. Kerry, and will be active and valid for the complete number of years that I will be studying with the Institute.
2. I, hereby declare that to the best of my knowledge and belief, there is nothing of any nature in relation to my conduct, character or personal background that would adversely affect the position of trust in which I would be placed by virtue of my offer and acceptance of a place on the above programme. I further declare that I have given my irrevocable consent to the Institute of Technology, Tralee to make or cause to be made full enquiries with the Central Vetting Unit of An Garda Siochana in relation to my suitability to hold a place in the above mentioned programme which includes a work placement outside of the Institute.
3. I further declare that I understand, accept and confirm the entitlement of the Institute of Technology, Tralee to reject my application or terminate my registration where I have omitted to furnish the Institute of Technology, Tralee with any information relevant to my application or to my continued term of study, or where I have made any false statement(s) in relation to this application.

I further declare that I understand the entitlement of the Institute to reject my application or terminate my registration if the Vetting Committee of the Institute, having considered the information provided by me, and/or the Garda Vetting Unit considers that I am unsuitable for work placement.

4. I make this Solemn Declaration consciously believing it to be true.

Signed \_\_\_\_\_

Student T number \_\_\_\_\_  
(as specified in your letter of offer)

Print Signature \_\_\_\_\_

**Note if you are under 18 years of age, a parent/guardian must sign and witness the signatures**

Signature of Parent/Guardian \_\_\_\_\_

Declared by me before one of the following: **Practising Solicitor / Commissioner of Oaths / Notary Public OR Peace Commissioner:** \* Delete as appropriate

**OFFICIAL STAMP AND SIGNATURE OF RELEVANT OFFICIAL**

**Signature:** \_\_\_\_\_

### **APPENDIX 3 (a) - Supplementary Information for students who have resided outside the Republic of Ireland for 6 months or more:**

If you have resided outside the Republic of Ireland for a period of six consecutive months or more you must furnish the Admissions Officer at IT, Tralee with:

#### **A Police Clearance Certificate**

in respect of every country where you have resided.

**Failure to provide the required information will prohibit you from undertaking your work placement, and ultimately may result in the Institute deregistering you from the programme.**

The following websites may be of assistance to you in this regard:

<b>Country</b>	<b>Website</b>
Australia	<a href="http://www.afp.gov.au">www.afp.gov.au</a>
New Zealand	<a href="http://www.courts.govt.nz">www.courts.govt.nz</a>
Scotland	<a href="http://www.disclosurescotland.co.uk">www.disclosurescotland.co.uk</a>
Wales	<a href="http://www.south-wales.police.uk">www.south-wales.police.uk</a> or <a href="http://www.north-wales.police.uk">www.north-wales.police.uk</a>
All other countries	<a href="http://www.migrationint.com">www.migrationint.com</a>

It is possible to request a Registered Agency in the UK to process your Police Clearance. These Registered Agencies seek Candidate's Police Clearance through the Criminal Records Bureau. The [www.direct.gov.uk](http://www.direct.gov.uk) website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau. Alternatively, you may apply for your UK clearance directly from [www.acro.police.uk](http://www.acro.police.uk)

You may also find it helpful to contact the relevant embassies who may provide you with information on seeking Police Clearance.

On receipt of your Overseas Police Clearance Certificate, please forward the original to the Admissions Office.



### **APPENDIX 3 (b): Examples of incidents on a student record and the implications of same**

Categories of incidents on an applicant's record which will automatically disbar him/her for eligibility to be a student on the above programmes:

- Child abuse/child abduction;
- Sexual offence/abuse by an adult against another adult or child;
- Abuse of a vulnerable adult.

Examples of categories of incidents on an applicant's record which will most likely disbar him/her for eligibility to be a student on the above programmes. Each incident is considered on a case by case basis by the Vetting Committee of the Institute:

- Attacks on the elderly;
- Assault causing serious harm;
- Kidnapping/false imprisonment;
- Syringe attack;
- Stalking/harassment;
- Aggravated burglary;
- Member of illegal organisation;
- Current barring or restraining order;
- Any conviction for a serious offence against the person;
- Dangerous driving causing death or serious injury.

Examples of categories of incidents on an applicant's record which could disbar him/her for eligibility to be a student on the above programmes. Permission to proceed to placement may be granted, or otherwise, on a case-by-case basis, depending on the severity of the offence, time since the offence and criminal record in the intervening time:

- False or misleading information on any of the required forms;
- An unexplained omission on the Garda Vetting/Declaration Form;
- A criminal conviction on a property related crime i.e. robbery, handling stolen property etc.;
- Drug offences;
- Deceit/impersonation;
- Public Order Offences.

***Please note the above examples do not constitute a definitive list of categories of incidents on an applicant's record which could result in the Institute refusing an application or Deregistering an individual from a programme of study.***

### APPENDIX 3 (c): Checklist for all Documentation Required

Checklist	Tick box when complete
I have read and fully understand the Garda Vetting Policy for the Institute of Technology, Tralee	<input type="checkbox"/>
I am aware that if I have lived abroad from a period of more than six months, it is my responsibility (and not the responsibility of the IT, Tralee) to seek relevant Police Clearance	<input type="checkbox"/>
I have completed the Statutory Declaration Form, witnessed by one of the designated people listed on the form	<input type="checkbox"/>
I have completed the Garda Vetting Application Form, and have checked that all dates, addresses, conviction details, offences etc. are specified and correct	<input type="checkbox"/>
If I am under 18 years of age, my parent/guardian have signed the Parental/Guardian Consent Form, in order that the Gardai may vet my application	<input type="checkbox"/>
I have read appendix 3 (b) relating to incidents on a student record and the implications of same.	<input type="checkbox"/>

**Appendix 3 (d) Letter Re: Garda Vetting Procedure**  
**(For issue to students offered a placement via CAO round 1 and subsequent rounds)**

Dear Student,

We provide a number of educational programmes where students are required to do a placement, as a mandatory part of the programme. To ensure the protection of the public and to justify public trust and confidence, the Institute is committed to ensuring that only suitable candidates are allowed to undertake work placements which involve contact with children or vulnerable adults. To ensure that only suitable students are sent on work placement, the Institute requires students registering on the following programmes to complete the Garda Vetting Application Form:

*Level 8 Programmes:*

- TL820 BA (Hons) in Travel and Tourism Management
- TL821 BA (Hons) in Adventure Tourism Management
- TL871 BSc (Hons) in Health and Leisure
- TL872 BSc (Hons) in Health and Leisure with Massage
- TL880 BA (Hons) in Early Childhood Care and Education

*Level 6/Level 7 Programmes:*

- TL720 BA in Travel and Tourism Management
- TL721 BA in Adventure Tourism Management and add on years
- TL771 BSc in Health and Leisure and add on years
- TL772 BSc in Health and Leisure with Massage and add on years
- TL780 BA in Early Childhood Care and Education and add on years
- TL781 BA in Social Care and add on years
- TL782 BA in Youth and Community Work Practice and add on years
  
- BA in Outdoor Education

*Masters Programmes:*

- Master of Science in Educational Technologies
- Masters of Arts in Social Studies (Advanced Professional Practice)
- Master of Science in Adapted Physical Activity Leadership

**Your registration is not complete until the Institute's Vetting Committee has reviewed you as a suitable candidate to undertake a work placement.**

## APPENDIX 4(a)

### Risk Management Assessment

The Institute Vetting Committee may recommend that a risk assessment be carried out in relation to a particular student. The risk assessment will be carried out by a subcommittee of the Institute's Vetting Committee. The membership of the subcommittee will be comprised of five members as follows:

- Head of School or nominee;
- Head of Department who manages the programme on which the student is registered or nominee;
- A representative from an external authority/body. This person will be nominated by the Chair of the Vetting Committee;
- The Authorised Signatory;
- One lecturer who is a member of the Vetting Committee.

### Contact with Candidate

Candidates with an offence history will be dealt with on an individual basis and each candidate will be contacted by the Authorised Signatory in writing in order to validate information received. The candidate will be informed in writing that the ITT has been advised by the Garda Central Vetting Unit that a conviction/s has been recorded against them. They will be informed of the exact nature of the conviction, as stated on the Garda Vetting Form and the exact information they declared on the form.

The candidate will be informed that the Institute Vetting Committee has decided that a Risk Management Assessment is required in order for the Committee to make a determination in relation to his/her suitability for work placement which is a mandatory element on the programme that he/she has applied for.

The candidate will be asked for a written comment on the recorded convictions. Candidates will be advised that failure to reply within 10 days of issue of the letter will result in their de-registration from the programme.

### Risk Assessment

The risk will be assessed in terms of the individual, the offence and the work placement environment that a candidate may be assigned to. In carrying out this assessment the following factors, in addition to other relevant case specific concerns, should be considered and documented in support of the recommendation.

### Assessment of the Risk of the Individual Candidate together with the Offence

The assessment should consider the following, in addition to other relevant case specific concerns:

- The seriousness of the offence and its relevance to the safety of other employees, customers and clients;
- The length of time since the offence occurred and the age of the applicant at the time of the offence;
- Whether the offence was a one-off, or part of a history of offending;

- Whether the applicant's circumstances have changed since the offence was committed, making re-offending less likely;
- The degree of remorse, or otherwise, expressed by the applicant and their motivation to change;
- Work/other relevant history since the offence;
- Availability of references from this employment (if applicable);
- Does the work placement involve one-to-one contact with children or other vulnerable groups of clients, service users or employees?
- What level of supervision will the individual have during his/her work placement?
- Does the work placement involve any direct responsibility for finance or items of value?
- Will the nature of the work placement present any realistic opportunity for the applicant to re-offend?

### **Recommendation Following Risk Assessment**

Following this assessment the sub-committee will complete and submit a Risk Assessment form - see appendix 4(b). The Institute Vetting Committee will consider the report and decide either the student may proceed to work placement or be de-registered.

**Appendix 4(b)**  
**INSTITUTE OF TECHNOLOGY TRALEE**

**(To be completed by the Sub Committee of the Institute Vetting Committee)**

<b>Student Name</b>	
<b>Student T Number</b>	
<b>Programme of Study</b>	
<b>Year of study</b>	

**Information provided by the candidate and the Garda Central Vetting Unit.**

<b>Offence Date</b>	<b>Offence Type</b>	<b>Court</b>	<b>Result</b>

**Additional information provided by candidate in relation to the recorded convictions:**

**(a) Details of the Risk Assessment which was undertaken:**

**(b) Outcomes arising from the Risk Assessment:**

**The Recommendation of the Sub-Committee to the Institute Vetting Committee is:**

(a) Permit the student to continue his/her course of study at the Institute;

(b) De-register student;

**Signed:** \_\_\_\_\_ **Chairperson**

**Signed:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Appendix 4 (c)**



## INSTITUTE OF TECHNOLOGY TRALEE

### INSTITUTE VETTING REPORT FORM

<b>Student Name</b>	
<b>Student T Number</b>	
<b>Programme of Study</b>	
<b>Year of study</b>	

Information provided by the candidate and the Garda Central Vetting Unit.

#### Section A:

<b>Offence Date</b>	<b>Offence Type</b>	<b>Court</b>	<b>Result</b>

#### Section B:

Additional information provided by candidate in relation to the recorded convictions:

--



**Factors taken into account by the Institute Vetting Committee in arriving at its decisions:**

**Decision of Institute Vetting Committee:**

(a) Permit the student to continue his/her course of studies at the Institute;

(c) De-register student;

(d) Defer the final decision on matter until;

**A Risk Assessment is undertaken**

**OR**

**Additional references or medical information is provided**

**Signed:** \_\_\_\_\_

**Chairperson**

**Signed:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix 5 (a)



### INSTITUTE OF TECHNOLOGY, TRALEE

**PLACEMENT LETTER FOR STUDENTS WHO HAVE A CODE OF RCP IN BANNER i.e. (conviction specified in GCVU report or self-declaration, but are allowed to progress on their course of study).**

Dear Sir/Madam,

The Institute requires that students who undertake work placements which involve contact with children or vulnerable adults are required to complete the Garda Vetting Application Form.

Student X who has applied to undertake a work placement in your organisation has completed the Garda Vetting Application Form. The information supplied by the Garda Central Vetting Unit is specified in Section A of the attached report.

The Institute Vetting Committee which has the responsibility of reviewing all information provided by the Garda Central Vetting Unit has met with the student to discuss the issues raised in the Garda Report. Section B of the attached report, specifies the main issues raised at the meeting. The Institute Vetting Committee has decided to permit the student to continue with his/her course of study at the Institute.

The information contained in this letter is provided in accordance with the Institute's Procedure for Vetting Students for Placement in Environments with Children or Vulnerable Adults and this information is provided in strictest confidence.

The final decision in relation to accepting the student on a work placement rests with the Placement Agency.

If you require any further information, please contact the undersigned.

\_\_\_\_\_  
**Signature (Head of Department)**

(Ref GV/MAJ)

## Appendix 5 (a1)



### INSTITUTE OF TECHNOLOGY, TRALEE

**PLACEMENT LETTER FOR STUDENTS WHO HAVE A CODE OF RCP IN BANNER ie. conviction specified in GCVU report or self-declaration, but are allowed to progress on their course of study, as the convictions are considered to be of a minor nature.**

Dear Sir/Madam,

The Institute requires that students who undertake work placements which involve contact with children or vulnerable adults are required to complete the Garda Vetting Application Form. Student XXXX who has applied to undertake a work placement in your organisation has completed the Garda Vetting Application Form. The information supplied by the Garda Central Vetting Unit is specified in Section A of the attached report.

The Institute Vetting Committee reviews all reports received from the Garda Central Vetting Unit. The Institute Vetting Committee has classified the offence(s) specified in Section A as Minor offences, and consequently has permitted the student to continue his/her course of study at the Institute.

The information contained in this letter is provided in accordance with the Institute's Procedure for Vetting Students for Placement in Environments with Children or Vulnerable Adults and this information is provided in strictest confidence.

The final decision in relation to accepting the student on a work placement rests with the Placement Agency.

If you require any further information, please contact the undersigned.

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**Signature (Head of Department)**

(Ref GV/MIN)

## Appendix 5 (a2)



### INSTITUTE OF TECHNOLOGY, TRALEE

#### **PLACEMENT LETTER FOR STUDENTS WHO HAVE A CODE OF GAR IN BANNER ie. no offences/convictions/no offences pending.**

Dear Sir/Madam,

**XXX** is a registered student on Year 2 of the programme **XXXX** and has applied to undertake a work placement in your organisation.

The Institute requires that students who undertake work placements which involve contact with children or vulnerable adults are required to complete the Garda Vetting Application Form. The Garda Central Vetting Unit has informed the Institute that there are no previous recorded convictions against the above named student.

The final decision in relation to accepting the student on a work placement rests with the Placement Agency.

If you require any further information, please contact the undersigned.

Yours sincerely,

**Lucy Fitzell**  
**Admissions Officer**  
**Authorised Signatory for Garda Vetting**

(Ref GV/GAR)

## Appendix 6 GENERAL INFORMATION

### 1. Codes for Banner

Banner Code	Details
<b>GVR</b>	Garda Vetting Required – Process run which recognises courses requiring Garda Vetting and code is automatically put against the student
<b>GVN</b>	Form not complete by student – re-submit
<b>GVS</b>	Garda Vetting Form Sent to Tipperary
<b>OSP</b>	Applicant requires overseas vetting
<b>OSR</b>	Overseas Vetting Received – no conviction
<b>SDF</b>	Statutory Declaration Form Received
<b>RCP</b>	Allowed to progress to next stage of programme (convictions specified in GCVU report or self-declaration but recommended for placement by Institute)
<b>MIN</b>	Garda Vetting Report confirms Minor Conviction
<b>MAJ</b>	Garda Vetting Report confirms MAJOR Conviction
<b>RVP</b>	Repeat vetting required - this will be used where students opts to take a break from his/her studies for a period greater than twelve months. This code may only be applied to a student who has already been classified as <b>MIN</b> or <b>MAJ</b>
<b>DRG</b>	Student not suitable for placement and to be de-registered (convictions specified in GCVU report or self-declaration of a nature which the Institute deems a candidate unsuitable for placement)
<b>GAR</b>	Garda/Police Vetting Authorisation complete - Suitable for Placement (no convictions specified in GCVU report or self-declaration)
<b>PAR</b>	Garda Vetting previously completed but re-vetting required due to break in studies

**Note:**

1. Only students who have a banner code of **GAR/RCP** are permitted to progress to the next stage of their programme.
2. It is the responsibility of the relevant Head of Department or nominee to ensure that only students who have been assigned GAR or RCP are permitted to progress to their work placement.

## **2. Audit of Student Status Report in Banner**

The student status report in Banner for all programmes specified in section 2 will be audited twice yearly by an individual from the Secretary/Financial Controller's office. The first audit will be held on the first working day in November annually. A report will be issued to the Authorised Signatory, relevant Head of School and relevant Head of Department.

## **3. Implications for New Course Development and Existing Programme**

To allow for sufficient time so as to ensure all students, going on work placement/agency visits in environments with children or vulnerable adults, have been vetted all existing and new programmes must not have a work placement in year 1.

Note:

An agency visit maybe incorporated into the first year of a programme provided that the visit does not entail unsupervised access by a student to children or vulnerable adults.

**Relevant Departments will be asked to complete Appendix 7, attached before the last working day of October each year.**

## **Appendix 7**

**GARDA VETTING – Placement co-ordinator name to be supplied by first Friday in October each year**

<b>Programme Name</b>	<b>Placement Co-ordinator Name:</b>	<b>Year of Placement</b>	<b>Date letter is to be provided by Authorised Signatory to Placement Co-ordinator</b>
<b>BSc (Ord) in Health &amp; Leisure</b>		Year 3	
<b>BSc (Ord) in Health &amp; Leisure with Massage</b>		Year 4	
<b>BSc (Hons) in Health &amp; Leisure</b>		Year 4	
<b>BSc (Hons) in Health &amp; Leisure with Massage</b>		Year 4	
<b>BA (Ord) in Early Childhood Care &amp; Education</b>		Year 2	
<b>BA (Ord) in Early Childhood Care &amp; Education</b>		Year 3	
<b>BA (Hons) in Early Childcare &amp; Education</b>		Year 2	
<b>BA (Hons) in Early Childcare &amp; Education</b>		Year 3	
<b>BA in Social Care</b>		Year 2	
<b>BA in Social Care</b>		Year 3	
<b>BA in Youth and Community Work Practice</b>		Year 2	
<b>BA in Youth and Community Work Practice</b>		Year 3	
<b>BA (Ord) in Adventure Tourism Management</b>		Year 3	
<b>BA (Hons) in Adventure Tourism Management</b>		Year 3	
<b>Master of Science in Educational Technologies</b>		Year 7	
<b>Master of Arts in Social Studies (Advanced Professional Practice)</b>		Year 7	
<b>Master of Science in Adapted Physical Activity Leadership</b>		Year 7	
<b>BA in Outdoor Education</b>		Year 2	