



Work Placement with Children or Vulnerable Adults

RE: eVetting for Transition Year Students

Dear Parent/Guardian

Please read the outline below in relation to Garda Vetting for students (DOB 23/10/07 or earlier) wishing to go on work placement with children (eg: crèche or primary/secondary school) or with vulnerable adults (eg: daycare centre, community workshop, nursing home, hospital or meals on wheels etc).

Section 12 of the Vetting Act 2016 places a statutory obligation on school authorities to obtain a vetting disclosure from the Bureau prior to the employment, contract, permission or placement of a person to undertake **relevant work** or activities with children or vulnerable persons.

(See below extract from DES Circular 0031/2016).

*“Relevant work or activities” in the context of a school or centre for education means any work or activity carried out by a person where a necessary and regular part of that work or activity **consists mainly of the person having access to, or contact with, children or vulnerable persons.** However it does not include work or activity in relation to vulnerable persons in a centre for education where that work or activity is merely incidental to work or activities undertaken in relation to persons who are not vulnerable persons.*

The Vetting Process will now commence:

Vetting will be carried out at the end of October 2023 (for the pre-Christmas work experience) and in March 2024 (for the May work experience). Students who are 16 on or before the 23/10/2023 (and who wish to engage in work experience as described above) **must fill in the NVB1 form and parents fill in the NVB3 form.**

Email address should be that of the parent/guardian.

Both forms are on the school website in the Student Area. You can download them and email completed form to me deirdremarren@staidans.ie or print off/complete by hand and send in with your child. Final date for this is Monday 23/10/23. NVB1 and NVB3 are available on the school website under 'Garda Vetting Information'.

Any students turning 16 on or after 24/10/2023 can be vetted in March 2024 if they wish to do a placement in May that requires vetting.

Note 1: Garda Vetting is not conducted for students under the age of 16.

Note 2: When a person from 16 – 18 yrs. is filling out their NVB1 form, the

Email address should be that of the parent/guardian.

Note 3: Be very clear re. Role e.g., teaching assistant in primary school/assistant in crèche/childcare worker/worker in special school etc

1. Year head prints a Confirmation Form on the school headed paper and signs stating the student's name and date of birth. The year head then forwards the NVB1, NVB3 and Confirmation Form to ACCS.
2. **IMPORTANT:** The National Vetting Bureau will prepare an 'invitation' and **email the student's parent/guardian with a link to complete the eVetting application process.** Please keep an eye on spam/junk folders in PARENT email in case it ends up here! **Note:** Parents are asked to complete this vetting application **promptly**. If the online application is not completed correctly and promptly, it will be cancelled and returned to the applicant stating reason for the return.
3. The National Vetting Bureau will process the application and will **issue a vetting disclosure to ACCS. This will be forwarded to the TY Coordinator who will then pass it to the student, and the student takes it to his/her employer on first morning of placement.**

Also, for your information please see link below to eVetting Invitation Help content User Guide:

<https://vetting.garda.ie/Content/UserGuides/en/UserGuide.pdf>

As you can appreciate this process needs to **start immediately**, so please, if your child is 16 on or before 23/10/2023 and intends to take up work placement in one of the locations outlined in the introduction of this correspondence, can you please complete forms NVB1 and NVB3 online (school website) immediately, email it back to me deirdremarren@staidans.ie OR print it off, complete the form and the student can return it to me by **Monday 23/10/2023.**

Kind regards

Deirdre Marren
TY Co-ordinator

deirdremarren@staidans.ie