



# Garda Vetting Policy

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*This policy is reviewed annually or when there are significant changes in legislation or accreditation requirements*

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## 1.0 Policy Statement and Purpose

Medicall's Garda Vetting Policy ensures the safety of patients and staff. All personnel that are in contact with children or vulnerable adults must undergo vetting. No employee/practitioner may commence duties involving patient contact until a satisfactory [National Vetting Bureau](#) (NVB) disclosure is received.

## 2.0 Relevant Legislation

This policy adheres to the following statutory frameworks:

- National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016: Mandates vetting for any person whose regular duties involve access to children or vulnerable persons.
- Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016: Governs the disclosure of prior criminal records.

### 2.1 Scope of Vetting

Vetting is mandatory for all roles involving patient interaction, including:

- Paramedics and Advanced Paramedics.
- Emergency Medical Technicians (EMTs).
- All PHECC responder levels for smaller events.
- Students or volunteers on clinical placements.

## 2.2 Procedural Steps

1. Identification Validation:

Applicants must provide proof of identity and current address. This is completed in Medicall during induction for Employees or on Day one of a Practitioner programme. This initial application is paper based and must be completed in person and witnessed by the Validator.
2. Verification:

Once the Identification is verified, Medicall complete a secure excel spreadsheet that is stored within a VeraCrypt folder which is password encrypted. This is forwarded to the Employment and Recruitment Federation (ERF). The original paper applications are stored for six months and there is an internal audit process to ensure the identification process is correct. After six months, forms are scanned into a password protected and may only be accessed by the Resource Compliance Manager and Staff Development Manager, respectively relating to students or staff. The originals are shredded, and the destruction process is recorded. This process is managed securely.
3. NVB1 Invitation:

The Employment and Recruitment Federation receives the Excel spreadsheet which is labelled as a “Batch Header”. They process each individual application and forward them to the Garda Vetting Bureau. The Garda Vetting Bureau issues an electronic Vetting Invitation (NVB1) to the applicant. The applicant must complete this to trigger the eVetting process.
4. Process:

The Garda Vetting Bureau conduct background checks and send the disclosure to the ERF who in turn forward the outcome onto Medicall, specifically, The Resource Compliance Manager and the Staff Development Manager.
5. Disclosure Review:

When a disclosure is received, the Staff Development Manager or the Resource Compliance Manager then conduct a review to determine suitability based on our internal risk assessment.

## 2.3 Re-Vetting and Compliance

- **Renewal Period:** Medically provide service delivery to the HSE and private hospitals. In accordance with recent [Oireachtas updates](#) and HSE guidelines, vetting must be renewed every three years.
- **Retrospective Vetting:** Any existing staff who have not been vetted under the 2012–2016 Acts must be vetted immediately.

## 2.4 Records of Garda Vetting

Medically maintains a record of completed Garda Vetting for all Staff and Students for the duration of their employment or Educational programme. This is maintained on secure servers in files that are password protected and limited access. This ensures there is no breach of the General Data Protection Regulations.

## 2.5 Identity Validation Checklist

Medically uses the recommended Guidelines for completing the Vetting Invitation Form (NVB 1). This includes the Staff member or student giving consent to participate in the process. (See sections below)



## **Guidelines for completing Vetting Invitation Form (NVB 1)**

Please read the following guidelines before completing this form.

### **Miscellaneous**

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The applicants signature must be a wet ink signature.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1 form.

### **Personal Details**

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

### **Role Being Vetted For**

The role being applied for must be clearly stated. Generic terms such as "Volunteer" will not suffice.

### **Declaration of Application**

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.

An invitation to the e-vetting website will then be sent to your Email address from [evetting.donotreply@garda.ie](mailto:evetting.donotreply@garda.ie)

The **Identity Document Validation Form** section of this form must be completed by the person validating your identity and proof of address documents from the organisation listed in Section 2.



**FOR OFFICE USE ONLY – Not to be completed by applicant**

## Identity Document Validation Form

Your Ref:

### Section 1: Photographic ID

- Is the photographic document, being relied upon, current and not expired?  Yes  No
- Is the photograph on the document a true likeness for the vetting subject?  Yes  No
- Is the photograph of high quality and clear?  Yes  No
- Is the date of birth on the document matching the date provided on the NVB1 Form?  Yes  No
- Is the name on the document exactly matching the name provided on the NVB1 Form?  Yes  No

### Section 2: Proof of Address

- Is the address document dated within six months of the consent date?  Yes  No
- Is the address on the proof of address document matching the address provided on the NVB1 Form?  Yes  No
- Is the vetting subject's name included on the proof of address document?  Yes  No
- Is the document acceptable as proof of address document, as per Identity Document Schedule?  Yes  No

### Section 3: NVB1 Form

- Is the NVB1 form dated and signed by the vetting subject?  Yes  No
- Is the role accepted to be relevant work or activity?  Yes  No
- Is the Consent Box ticked?  Yes  No

### Section 4: Document Confirmation

I have physically seen and retained/forwarded a copy of the following documents: (Please check all that apply)

- Completed NVB1 Form (original)  Yes  No
- Photographic ID document type: \_\_\_\_\_  Yes  No
- Document Reference No. \_\_\_\_\_
- Proof of address document type: \_\_\_\_\_  Yes  No

**If you have answered No to any of the above questions the vetting subject has not met the criteria to continue with the vetting process**

### Section 5: Validator Information

Validator's Name (PRINT NAME):

\_\_\_\_\_

Validator's Signature:

\_\_\_\_\_

Validator's Role:

\_\_\_\_\_

Validator's Contact Number:

\_\_\_\_\_

Date of Validation:

\_\_\_\_\_