

UCD Marian Garda Vetting Policy & Procedures

It is a legal requirement that all staff, paid and voluntary, who work regularly with children and /or vulnerable adults must undergo the Garda Vetting process.

An individual may not commence working / volunteering with children or vulnerable adults as a member of Basketball Ireland or in UCD Marian (“the Cub”) until their Garda Vetting has been completed. In fact, it is an offence to start a person in such activities before their Garda Vetting has been completed.

To apply for Garda Vetting a Basketball Ireland 'e-Vetting Invitation' & Garda Vetting Identification Form must be completed.

All those seeking Garda Vetting under the organisation of Basketball Ireland must be registered members of Basketball Ireland for the season for which they are being vetted.

When completing this form the applicant is required to input their **BIPIN**. The Club can provide this if required.

E-Vetting Process

Step 1

Complete a '**Basketball Ireland 'e-Vetting Invitation & ID Validation Form'** [Download here]

Present the form and original identification documents to the Club Welfare Officer at UCD Marian:

Vincent Diffley

Tel: 087 437 6792

Email: vincentdiffley@gmail.com

The e-Vetting Invitation Form along with photocopies of the ID used is submitted to:

'Authorised Liaison Person, Basketball Ireland, Tymon Park, Tallaght, Dublin 24'.

Step 2

Basketball Ireland will send a link via e-mail inviting the applicant to complete the online e-Vetting Application Form.

Each applicant will receive an automated email from 'evetting.donotreply@garda.ie'. The applicant should ensure to check their spam/trash folders if it does not arrive in their inbox.

This link will expire after 30 days. If uncompleted in this timeframe it will be necessary to re-apply to Basketball Ireland to re-send the link.

Step 3

Complete the online Vetting Application. It is at this stage that applicants are required to input the addresses at which they have lived.

Step 4

The Basketball Ireland Liaison Person reviews the Vetting Application submission and submits it to the National Vetting Bureau for processing.

Step 5

The National Vetting Bureau processes the application and forwards a vetting disclosure to the Basketball Ireland Liaison Person.

Step 6

Basketball Ireland reviews the vetting disclosure and as soon as is practicable provides a response to the vetting subject by email.

Step 7

Vetting approval letters should be reviewed and logged by the Club Welfare Officer.