



volunteer centre  
Ionad d'Obair Dheonach Contae Átha Cliath Theas  
SOUTH DUBLIN COUNTY

# south dublin county volunteer centre

## internal garda vetting policy

### Statement of policy

From time to time, South Dublin County Volunteer Centre may engage the support of volunteers to help us carry out our work. To determine the suitability of candidates applying to volunteer with us, we may require volunteers to undergo Garda Vetting as part of the volunteer recruitment process. This element of the process is in recognition of the need to protect children and vulnerable adults and only forms part of our systems providing such support. In the future the Volunteer Centre may decide to engage young volunteers and / or vulnerable adults.

### Context

#### 1. Who will require Garda Vetting?

Any volunteer who may have unsupervised access to children or vulnerable adults must undergo Garda Vetting with the Garda Vetting Central Unit (GCVU) as part of their recruitment process. This may not include those helping with once-off activities or students on short placements (no longer than a week). Neither of these types of volunteers will work unsupervised. The SDCVC Board of Directors or Human Resources (HR) sub-committee will decide which volunteering opportunities should require Garda Vetting.

#### 2. How will Garda Vetting be carried out?

Volunteers will be made aware in advance if any volunteering opportunity is subject to Garda Vetting. If after an initial discussion the volunteer and SDCVC decide to proceed with the application, the volunteer will meet with the Manager of SDCVC to discuss the process and complete a Garda Vetting form. This form will be returned to the Manager of SDCVC who will send it to the GCVU.

The GCVU will return to the manager any history of prosecutions or convictions held by the volunteer. The volunteer may be required to meet with the Manager to discuss issues raised by the disclosure. Where a volunteer remains with the SDCVC for longer than one year, SDCVC reserves the right to re-vet.

#### 3. How will decisions be made?

Volunteers are encouraged to disclose all prosecutions and convictions in advance, when meeting with the SDCVC Manager. Not all disclosures will exclude volunteers from participating in the work of the South Dublin County Volunteer Centre. What is and is not acceptable will depend on the volunteering position being applied for and so it is worth discussing any criminal history in advance of the Garda Vetting process. Any information acquired from the GCVU that was not previously disclosed may raise questions about the volunteer's honesty and openness.

Where there is no information of criminal history, the Manager of SDCVC can sign off on the volunteer's suitability, subject to any other checks as required by the recruitment process (See SDCVC's Volunteer Policy). Where evidence of criminal history has been returned by the Garda Central Vetting Unit, the SDCVC HR sub-committee will meet with the Manager to discuss the suitability of the volunteer for the position.

These discussions will explore:

- The seriousness of the prosecution or conviction
- The relevance of the information to the volunteering work being carried out
- The time lapsed since the prosecution or conviction
- Evidence of behaviours engaged in since the event(s)
- Whether the volunteer disclosed the information in advance



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- All prosecutions or convictions of a sexual nature will exclude any person from volunteering with the South Dublin County Volunteer Centre.
- When a decision has been made, the volunteer will be informed in writing.

#### **4. How will information be stored?**

Once a recruitment decision has been taken, GCVU information will be stored while the volunteer remains with SDCVC. If the volunteer does not join SDCVC, GCVU information will be destroyed. Information received from GCVU will not be stored in the volunteer's personnel file, but kept separately in a locked cabinet. Further information on the collection, storage and access to information held by SDCVC can be found in our Data Protection Policy.

#### **5. Confidentiality**

Any information garnered by this process will be handled in the strictest confidence. All Board members, staff and volunteers have signed and are bound by SDCVC's Code of Conduct. Copies of this are available on request. Only the Chair, HR sub-committee and Manager of SDCVC should ever be aware of the information provided by the GCVU.

#### **6. How can appeals be made?**

Where a volunteer disagrees with the decision of the SDCVC HR sub-committee, they must put their disagreement in writing to the Chair of South Dublin County Volunteer Centre outlining the grounds for their disagreement. The Chair will investigate the matter and the volunteer must be willing to meet with the Chair and the Manager and/or HR sub-committee (if necessary) to discuss the issue. The volunteer may bring someone with them to that meeting.