

**Garda Vetting
Meath Diocesan Office
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Mullingar
Co. Westmeath**



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Guidelines for completing E- Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

Miscellaneous

The Form must be completed on the online form in **typed format and the original signed document returned to this office.**

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity to the school/parish.

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 be issued to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address and phone number on the NVB 1 form.

The Garda Vetting Administrator can only communicate with nominated persons from each parish/school.

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. Please see table below for appropriate terms.

SCHOOLS	Bus Escort/ Bus Driver	Classroom Assistant	Sports Coach / Activities Coach	SNA
	Cleaner	Caretaker	Maintenance Person	
PARISH	Priest, Deacon Sacristan	Parish Safeguarding Representative	Children's Choir /Children's Liturgy Leader	Altar Server Coordinator

Declaration of Applicant

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.

Garda Vetting Guidelines: Relevant work

It is a criminal offence to allow anyone to engage in ministry with children or vulnerable persons, without being vetted.

The law states that vetting is required for any:

- work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children (and/or vulnerable persons).
- any work or activity as a minister or priest or any other person engaged in the advancement of religious beliefs, to children (and vulnerable persons) unless such work or activity is merely incidental to the advancement of religious beliefs to persons who are not children (or vulnerable persons).

Therefore, anyone who is 18 or over and involved in ministry, employed/contracted or volunteering who has any contact with children and/or vulnerable persons, which is more than incidental, must be vetted. Those who are aged 16 years and under 18 years may be vetted, but this can only be carried out with the written consent of their parent/guardian and the young person themselves.

For other Church personnel whose contact with children and/or vulnerable persons is incidental, vetting is not required.

Persons who typically need to be vetted.

- Priests/Deacons.
- Religious, seminarians and novices.
- Parish Safeguarding Representatives.
- Sacristans
- Leaders of Church activities/groups that involve children: e.g. youth choir leaders, prayer groups, etc. Where a choir is a mix of adults and children, those responsible for the children should be vetted.
- Anybody working with children in youth programmes: e.g. John Paul II awards etc.
- Those who train children: e.g. trainers of altar servers, etc.
- Extraordinary Ministers who bring the Eucharist to homes, hospitals, care centers.
- Church Staff/volunteers who lead prayer groups/minister to children or vulnerable adults outside of the church e.g. School retreats, Lourdes Pilgrimage etc.
- Any other person acting on behalf of the Church who is responsible for the care and supervision of children or vulnerable adults.

Examples of Roles that typically WILL NOT require vetting:

- Parish secretaries, Collectors, Car park attendants.
- Those present in the Sacristy who do not have an official role with children or vulnerable adults. (Note: However, these adults should never be left unsupervised with children or vulnerable adults);
- Readers of the Word.
- Extraordinary Ministers of Holy Communion who only distribute the Eucharist within the main body of the church during public Mass or other liturgical celebrations;
- Other roles whose contact with children or vulnerable adults is merely incidental while they are carrying out their ministry, work, activities with those who are not children or vulnerable adults.

For more information, please see our website <https://www.meathsafeguarding.ie/> or contact the Diocesan Garda Vetting Administrator on 044-9348841

***Applicants must be re-vetted every three years.**