

# Vetting Changes Frequently Asked Questions

## Legislation

Garda Vetting through the Gaelic Games Association's is a statutory requirement under the National Vetting Bureau (Children & Vulnerable Persons) Act 2012-2016 for the mandatory vetting of persons who wish to undertake certain activities relating to children or vulnerable persons. In the Gaelic Games Association's any person who carries out a role of responsibility such as coaching, managing or training underage teams that contain any player under 18 yrs. of age must be vetted. It also applies to organising underage activities or refereeing underage games.

The National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 - 2016 commenced on 29th April 2016 and from that date a statutory obligation was placed upon each of the Gaelic Games Associations to ensure that all persons who on our behalf and who undertake 'relevant work' with children and vulnerable persons in Ireland are vetted, prior to taking up any such role.

## Roles

What is Relevant Work or Activities? Any work or activities, which is carried out by a person, a necessary and regular part of which consists of the person having access to or contact with children or vulnerable persons. Details of relevant work or activities are outlined in part 1 and 2 of Schedule 1 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

The legislation does not permit a blanket approach to vetting and therefore we must vet within the parameters of the legislation. In the Gaelic Games Associations, the below roles are the roles identified as relevant work for vetting:

- Caretaker in care and supervision of children
- Chaperone working with children
- Coach or Manager with players 18 years and under
- Cúl Camp Coaching children 18 and under
- First aider providing treatment to children and vulnerable adults
- Host Family Child Accommodation
- Match Official in care and supervision of children
- Mentoring players 18 years and under
- Physiotherapist providing treatment to children and vulnerable adults
- Scór tutor working with under 18s
- Supervisor working with children or vulnerable persons

- Club or County Children's Officer
- Photographer of Children's games
- Camp Assistant with children under 18

The term Female Liaison Officer (FLO) is a term used by our sister Association's and a FLO applies under the heading of *Supervisor working with children or vulnerable persons*

## **Process**

The GAA administer the vetting service for all our Associations: GAA, Camogie, LGFA, GAA Handball and GAA Rounders. By joint agreement, our vetting services and the conditions of our Gaelic Games vetting policy apply to the members of these Associations. We do not provide a vetting service for members of the public but where a non-member has been invited to provide a coaching or training role to under 18 yr. olds in the Gaelic Games Associations they may avail of our vetting services.

### **A coach has a role in a LGFA Club, should the coach now apply under the GAA?**

No, the coach still applies under his/her LGFA Club as normal on Foireann. It shall be validated by their Club CO and then it processed at national level by the GAA. The same will apply if it is for a Camogie Club.

### **Can vetting from any other organisations be used?**

The Act states that a relevant organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person.

Vetting is specific to the role and the organisation requesting it, and the nature of the work may vary between organisations.

There is no portability with vetting from one organisation to another.

### **How long is vetting for?**

Vetting in the Gaelic Games Association's is for a period of three years.

### **Can a person who is renewing their vetting just update their information from their last vetting?**

No, for individuals who have been vetted in the past (within the last three years), each renewal is treated as a new application by the Garda National Vetting Bureau (NVB). For each application, including renewals, the applicant must complete all required information again, this includes the validation, personal details, addresses etc...

## **What countries does the vetting process check?**

The vetting process primarily covers the Republic of Ireland and Northern Ireland. Since July 7<sup>th</sup>, 2025, if an individual has lived in the UK or an EU member state, additional checks are required for roles involving relevant work with children by introducing EU Directive 93. This Directive, encompassing checks across the EU and UK, insist on face-to-face validation to confirm that the person applying for vetting is who they claim to be.

## **Why has the vetting processed changed?**

The changes are introduced by the Garda National Vetting Bureau (GNVB) to further safeguard children. The validation required by GNVB refers to the process by which an individual certifies that a copy of a document is a true and accurate reproduction of the original. The person validating must have seen the original document and must state that the copy was made by them from the original which was presented at the time of validation. The face-to-face requirement is an extra step in ensuring that there is no fraud involved in the application.

## **Practice**

### **What are the changes?**

The vetting process is explained on our website which has videos to explain the process for the applicant and the validator (CCO).

<https://www.gaa.ie/the-gaa/child-safeguarding-and-protection/vetting>

### **Can the NVB1 Forms be made electronic?**

Forms can be filled out electronically or by hand using ball point pen and writing clearly. However, it is a requirement under the GNVB procedures that the applicant manually signs the form. The handwritten signature verifies the following:

- That the vetting applicant is the same person as the person on the identification documents;
- That the applicant has reviewed the application form and is aware of the information provided; and
- Serves as consent for the release of information to the National Vetting Bureau and the registered organisation seeking vetting.

**Does the applicant still have to upload their ID and proof of address to Foireann even though the validator (CCO) would have checked it in person?**

Yes, the same documents that were used in the face-to-face meeting are uploaded and held on a secure online server for the lifetime of the vetting (3 years).

**Is the CCO expected to keep a copy of the new NVB1 form on record?**

Yes, for Vetting inspection purposes, it is now a requirement of the GNVB that the original hard copy of the NVB1 Evetting Form and NVB1 ID Document Validation Form is kept and available to them for inspection for 6 months.

**What proof of address is acceptable – 6 months – what if there is not date?**

Proof of address must have a clear date within six months of the date on the Identity Document Validation Form.

Acceptable proof of address documents includes utility bills (gas, electricity, tv, broadband, refuse), bank statements, building society or credit union documents, correspondence from govt. Departments e.g. revenue and letters from local council confirming residency.

Mobile phone bills and Revolut bank statement are not accepted.

Mobile phone bills can be easily obtained or altered, making them less reliable as proof of address.

Revolut statements are not accepted as proof of address for Garda vetting as they are not considered a reliable or traditional form of proof of address.

**Does the CCO meet the U18 and the parents/guardian**

Yes, for purpose of validating identity, the applicant and one parent/guardian should present to the CCO. Please see link for ID Documents acceptable for U18s.

[https://www.gaa.ie/api/images/image/upload/t\\_q-best/prd/yqdufv0wx81rjvrni0cr.pdf](https://www.gaa.ie/api/images/image/upload/t_q-best/prd/yqdufv0wx81rjvrni0cr.pdf)

**How long does an application take from start to finish?**

Garda vetting initial application can be completed in a few days going through the following steps:

1. Get access to NVB1 Forms
2. Arrange face to face meeting with CCO
3. Upload application to Foireann
4. Online Validation by CCO
5. Review by GAA National Childrens Office

6. Issue of Evetting invite to person
7. Completion of online vetting form and submission
8. Once the online vetting form is complete, it returns to be reviewed by the GAA National Childrens Office

Garda vetting typically takes 10-14 working days to process after the applicant completes the online vetting form. However, the processing time can vary due to factors like the volume of applications and whether the applicant has lived outside Ireland. Some applications can take several weeks or even months to process.

Once applications are complete, they are returned to the GAA National Children's Officer to be reviewed, and a Certificate is issued by email and to the Foireann account or further action taken. Delays can be expected during peak times, such as when new coaches are applying or when camp supervisors are applying.

At busy times of the year vetting applications can take longer.

#### **When ID does not match married name – is marriage certificate ok to validate form**

As per the vetting requirements, the name on the ID document must match the name provided on the NVB1 Form.

#### **Can an individual commence their role while the application is in progress?**

No, an application in progress means the vetting application is not completed. A person must be in receipt of a Gaelic Games vetting acceptance letter before commencing their role.

#### **Where do we find the Reference number for the NVB1 Identity Document Validation Form?**

This is for internal use for the GAA at national level only.

#### **Club Children's Officer Role**

##### **Who takes on the role of the Validator?**

The Club Children's Officer (CCO) within each club has the responsibility of validating and managing the vetting process. Since the CCO has privileged access to the vetting system, they are also tasked with ensuring the proper storage and security of personal data.

If a Club has more than one Children's Officer, then this role can be shared. However, the CCO who conducts the face-to-face validation with the individual must be the person that then validates the application on Foireann.

All validators must be trained by the National Children’s Office on the vetting process.

The National Children’s Office are considering who is best to train as an additional validator and we will be in contact in due course. The best person must be trained by the National Children’s Office.

#### **Who validates documents for new or existing CCO?**

The current practice still applies whereby the Club Secretary or Club Registrar who already has admin access on Foireann. The face-to-face validation will still apply.

#### **Will there be an online seminar accessible to new Club Childrens Officers?**

Yes, new Children’s Officer will have to be trained on the process.

#### **How is it viewed as practical and workable for the CCO to arrange to meet each member face to face that requires GV/GV renewal?**

On one hand, meeting face-to-face can seem old-fashioned or impractical in an increasingly online world where many things are done remotely. But on the other hand, it serves a critical role in building trust and ensuring security, especially in sensitive areas like child safeguarding.

Given the rise in fraud and AI-generated content and the rise in population in some areas, it is now unacceptable to rely on online methods of validating identity. Meeting in person, even if inconvenient, provides a solid way to confirm someone’s identity.

#### **Who stores the applicants' details – and how does this conform with GDPR regulations.**

The Club COO should store the NVB1 forms in line with GDPR – store securely, with access limited to authorised personnel. E.g. storing in a locked file in a filing cabinet in your club house or in your home and with keys given to CCO and other officers at your club. They should be kept only for as long as is necessary.

#### **Storage & Data Retention**

Hardcopy of completed original NVB1 Form – requirement of Garda NVB for inspections

GNVB and the GAA will carry out audits

Hard Copy documents older than 6 months to be shredded - an email reminder will come from National Childrens Office to County Childrens Officers to circulate to Club Children’s Officer.

<b>Forms</b>	<b>Retain</b>	<b>Purge/Shred</b>
Forms Dated 1st January to 30th June:	Retain until January of the following year.	January

Forms Dated 1st July to 31st December:	Retain until July of the following year.	July
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#### **Secure Storage:**

- All paper forms must be stored in the most secure location possible within the club.

#### **Filing System:**

- Locked filing system for paper forms.

#### **Access to Storage:**

- The Children's Officer and one other member of the Club Executive (Chairperson or Secretary) must have a key to the locked system.

#### **Transfer of Keys:**

- When new officers are appointed, outgoing officers must return the key to the incoming officers to ensure continuity of secure access.

#### **Deletion Shredding:**

- Once retention periods are met, the paper forms must be shredded.

#### **Cross-Cut Shredder:**

- Due to the sensitive nature of the information, use a cross-cut shredder to ensure the forms are securely destroyed.

#### **Can Foireann show that the vetting process is complete or accepted with a completion date?**

Foireann does show when the vetting is complete and the Garda vetting certificate with the expiration date is under the Qualifications & Vetting section. A Club Children's Officer can also export a list on Foireann of all those vetted with the date of expiry.

<https://gmssupport.zendesk.com/hc/en-gb/articles/8721713202076-Exporting-Coaching-Qualifications-Safeguarding-Certificates>

#### **Can there be something done to prevent the Garda Vetting invite going to spam/junk.**

A person should keep an eye on their spam/junk folder. This is completely IT related.

**Can Foireann include an automatic link to the applicants Tobar account for access to their certification.**

No, Foireann is the system used to retain ann records of vetting, safeguarding and coaching qualifications. These details appear under the persons Qualifications & Vetting section.

**Can a video be made available on the process?**

Yes, the video on the vetting process for the applicant and the CCO is available here <https://www.gaa.ie/the-gaa/child-safeguarding-and-protection/vetting>