



TU Dublin

Student Garda Vetting Procedures

TU Dublin - Internal

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1. Document Control Summary

Area	Document Information
Author	Student Vetting Coordinator
Owner	Head of Recruitment, Admissions & Participation
Reference number	RAP_GVP_01
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Status	Approved
Approved by	Student Vetting Committee
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Document Classification	TU Dublin Internal

2. Introduction / Context

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 (the Acts) provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. The Acts also creates offences and penalties for persons who fail to comply with its provisions.

The Acts stipulates 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.

Technological University Dublin (TU Dublin) offers a number of programmes where there is a requirement for students to undertake placements that will bring them into contact with children or vulnerable adults, and in which they may assume positions of trust. In some instances, students may be vetted to take part in voluntary or civic engagement activities as part of their programme. To promote the protection of the public and to encourage public trust and confidence, TU Dublin is committed to ensuring that these students are vetted and that only suitable candidates are permitted to go on placement or partake in voluntary or civic engagement activities while studying on a relevant programme.

3. Purpose

The purpose of this document is to outline the procedures relating to the vetting of students for placement in an environment with children and/or vulnerable adults.

4. Scope

In accordance with the Acts, TU Dublin requires students (or prospective students) to undergo vetting by the National Vetting Bureau An Garda Síochána. A student's registration on a relevant programme can be revoked depending on the outcome of the vetting process.

Garda Vetting is conducted on behalf of registered organisations only and is not conducted for individual persons on a personal basis.

This policy applies to students registered on academic programmes listed in Appendix A. The policy is also relevant to potential applicants of programmes listed in Appendix A. On occasion a research student may be required to undergo vetting as part of their studies.

Garda Vetting of TU Dublin staff is conducted by Human Resources.

5. Definitions and abbreviations

Children	People under 18 years of age
GVC	Garda Vetting Coordinator
Placement	Working environment without direct constant supervision by qualified staff or where students are under supervision by a named and allocated staff member in the placement agency.
Nominated Signatory	Designated individual(s) who act as the primary liaison between the organisation and the National Vetting Bureau.
NVB	National Vetting Bureau
NVB/1	Nation Vetting Bureau Invitation Form
NVB/3	Nation Vetting Bureau Parent/Guardian Consent Form
Validator	TU Dublin staff member who witnesses submission of Vetting Invitation form and completes a validation from
VC	Vetting Clerk
Vet	Definition of service by Garda National Vetting Bureau.
Vetting disclosure	Particulars of the criminal record (if any) relating to the person, and a statement of the specified information (if any) relating to the person or a statement that there is no criminal record or specified information, in relation to the person.
Vulnerable Adults	A person aged 18 years or over, who is in receipt of or may need community care services by reason of mental or other disability, age, or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

6. Reference

AQF_GVP_01	Garda Vetting Policy
AQF_ROPLP_02	Fitness to Practice Policy
To Be Confirmed	Records Management, Retention and Destruction Policy V1.0

7. Procedure Details:

Procedure	Responsibility
The University appoints a person to act as the "nominating signatory" on behalf of the University.	President
The University appoints a person to the role of "Garda Vetting Coordinator" to act as the Nominated Signatory on behalf of the University for liaison with the National Vetting Bureau (NVB) and to manage student vetting.	Nominating signatory/ Student Vetting Coordinator
Vetting information is made available in a consistent and accessible format in University publications.	Senior Manager Admissions/ Student Vetting Coordinator
Applicants in the first month of a relevant academic programme are provided a Garda Vetting Form and the instructions for completion of the form. Undergraduate students requiring <i>Ad Hoc</i> vetting are to be referred to Garda Vetting Coordinator by School Administrators within 6 weeks of placement commencement date. Research students are to be referred for vetting by principal supervisor. Year one students are to be advised of a vetting timeline if their programme requires vetting to commence at a later stage. Vetting is valid for 3 years. Students requiring secondary vetting will be advised in advance	Student Vetting Coordinator, Placement or Course coordinators. School Administration Academic Supervisors Student Vetting Coordinator Student Vetting Coordinator
The student completes a Garda Vetting application form(s) (NVB1/NVB3) and returns within 4 weeks for processing. The application must be submitted at least 3 months prior to start of placement (See Appendix B).	Student
NVB1/NVB3 forms and supporting documents reviewed and validated against official vetting criteria. Check list to completed, signed and dated, and returned with application (See Appendix B p.17).	Student Vetting Coordinator, Vetting Clerk or Validator
TU Dublin staff acting as validators will be provided training as necessary	Student Vetting Coordinator
At registration, students will make an online declaration indicating they understand and accept the Garda Vetting process and its implications for their course. (To be	Registrations Officer

implemented from Sept 2025)	
As part of the process of approval of students for placement in environments with children or vulnerable adults, the University uses the National Vetting Bureau (NVB) vetting service to assess the suitability of such applicants. This may also require applicants to provide an enhanced disclosure by the completion of an affidavit at the time of registration.	Student
<p>The student completes Garda Vetting Invitation (NVB1) and returns the completed form to the Nominated Signatory in a timely manner. Student to deliver form in person to a campus Student Hub or post to Student Vetting Office.</p> <p>In the case of an applicant aged between 16 and 18 years of age, written consent from a parent or guardian is also required (NVB3). In all circumstances it is the applicant/student's responsibility to proactively disclose any convictions/cases pending.</p>	<p>Student</p> <p>Student and their parent or guardian</p>
Form must be printed, signed by hand (i.e. wet signature), dated and consent section completed. Students will be notified of incomplete applications and requested to resubmit paperwork	Student, Garda Vetting Coordinator and Vetting Clerk
The Nominated Signatory/Garda Vetting Coordinator (GVC) will screen each application against the attached CV, batch applications and upload to the Vetting E-Portal, making a formal request for Garda Vetting on behalf of the University.	Nominated Signatory/ Garda Vetting Coordinator and Vetting Clerk
<p>A data extract in excel format of student name, address, class group and registration status will be generated. This file will have additional columns for subsequent filling relating to letter response type required, ID validation and date disclosure is supplied.</p> <p>Vetting Clerk (VC) to check supporting documentation and mark application as validated and ready for processing (if all in order).</p>	Garda Vetting Coordinator and Vetting Clerk
Statutory checks conducted to ensure all applications meet compliance requirements as per NVB regulations.	Nominated Signatory/ Garda Vetting Coordinator
Student issued vetting application link and reference number via student email. Student has 30 days to complete online vetting application.	Student
<p>Students listing foreign addresses resided at for more than 6 months are required to present an original Police Clearance Certificate(s) from the country or countries that they have lived/worked in.</p> <p>In order to comply with HSE/CORU regulations, all students should take reasonable steps to attain Police Clearances from other countries and these attempts should be recorded to establish a 'paper trail.'</p>	Student

Students are responsible for submitting and processing their own Police Certificate applications. Appendix C lists some useful websites regarding Police Clearance in other countries. Any costs incurred in relation to this are borne by the student. TU Dublin has no affiliation with, or connection to, any information on these websites	
Students unable to obtain Police Clearance must complete Police Clearance Affidavit. See Appendix D.	Student
The Nominated Signatory/Garda Vetting Coordinator will manage the applications for Garda Vetting and also the information received from the NVB.	Nominated Signatory/ Garda Vetting Coordinator
The NVB supplies a Vetting Disclosure in confidence via Vetting E-Portal.	National Vetting Bureau
Vetting Disclosure is downloaded, saved and student application record updated.	Garda Vetting Coordinator
Where the information supplied by the NVB is inconsistent with the response from the student, Garda Vetting Coordinator will communicate with the student to clarify if information supplied by the NVB is correct. If the student does not agree that the information supplied by the NVB is correct, the Garda Vetting Coordinator will request the NVB to review their information and confirm or review their initial response.	Student and Garda Vetting Coordinator
Where information was not originally disclosed by the student and subsequently revealed by the NVB, the Garda Vetting Coordinator will meet with the student to clarify reasons for the discrepancy. In the case of non-disclosure, a signed declaration by the student of the reasons and consequences of non-disclosure will be required.	Student and Garda Vetting Coordinator
A quorum for a meeting of the Student Vetting Committee is half its total members plus one. The information available will be considered by Vetting Coordinator and Senior Admissions Manager: <ul style="list-style-type: none"> Students with no previous convictions recorded are approved for placement and issued letter type A. For students with minor offences, permission to proceed to placement may be granted on a case-by-case basis depending on the severity of the offence, time since the offence, and criminal record in the intervening time (offences related to property or events). Vetting Coordinator and Admissions Manager to review. Serious offences, where permission to proceed to placement may be refused, are required to be considered/reviewed by Student Vetting Committee. 	<p>Student Vetting Committee</p> <p>Garda Vetting Coordinator and Admissions Manager</p> <p>Garda Vetting Coordinator and Admissions Manager</p> <p>Garda Student Vetting Committee and Garda Vetting Coordinator</p>

<p>On reviewing the case, the following actions may be recommended (list not exhaustive):</p> <ul style="list-style-type: none"> ○ B Letter – Student approved for placement. Letter issued listing convictions ○ B1 letter - Case Pending - Matter pending whereby court hearing postdates commencement of placement/work experience. Student may be approved for placement and issued letter detailing list of charges/specified information pending. ○ C Letter - Student not approved for placement. ○ D Letter - Matter pending. Student not approved for placement and required to re-apply for vetting after court date. <p>(See Appendix E for letter templates)</p>	<p>Student Vetting Committee and Garda Vetting Coordinator</p>
<p>Additional references or medical information may be requested, if necessary, by the Student Vetting Committee. The committee reserve the right to determine the precise medical or other information required.</p>	<p>Student Vetting Committee</p>
<p>Depending upon the outcome of the vetting process, the University reserves the following rights:</p> <ul style="list-style-type: none"> • To not register a student. • To remove an existing registered student. • To delay the student's practice placement modules on a specific course. <p>The broad basis for decisions of the committee is recorded in Appendix F. Please note this list is not exhaustive.</p>	<p>Student Vetting Committee</p>
<p>Where a student is not being approved by the University for placement due to criminal convictions, the Student Vetting Committee will offer the student the opportunity to submit additional relevant information or character references to support their application, in advance of a 'C' letter being issued. A final decision on the issuing of a 'C' letter will be made upon reviewing all information submitted.</p>	<p>Student Vetting Committee</p>
<p>It is the responsibility of the student to keep a copy of all vetting correspondence and/or disclosure.</p>	<p>Student</p>
<p>Appropriate records of the deliberations of the Student Vetting Committee will be retained.</p>	<p>Garda Vetting Coordinator</p>
<p>Garda Vetting application forms will be retained in accordance with the Records Retention Policy (TU Dublin Police Data Retention Policy and Schedule in development). NVB1/3 and validation documents are to be kept on file until disclosure is returned by NVB and shredded within 12 months.</p>	<p>Garda Vetting Coordinator/Vetting Clerk</p>
<p>A vetting email/letter is generated for each student depending on their categorised status (Appendix E).</p>	<p>Garda Vetting Coordinator</p>

The student is required to present the original and a copy of B Letter from the University relating to Garda Vetting to their approved placement supervisor. Active consent will be provided by student to share disclosure status with relevant persons.	Student Garda Vetting Coordinator
The University reserves the right to inform any placement agency of the existence of any convictions/cases pending.	Student Vetting Committee and Garda Vetting Coordinator
Student does not initiate placement until approval is obtained from the University.	Student
Responsibility for submitting Vetting paperwork/supporting documents and completing E-Vetting lies solely with the student. Non-compliance may result in delaying placement, deferring module(s), semester, and/or programme stage.	Student
On issuing of C letter (Placement Refused), the student may within 21 days of the date of the letter, make an appeal to the Registrar to have their case reviewed by an Appeal Committee.	Student
The student is required to inform the University (Nominated Signatory/ Garda Vetting administrator) of any changes to Garda Vetting status, subsequent to receiving a copy of their letter from the University relating to Garda Vetting.	Student
Data Sharing Agreements may be agreed between TU Dublin and 3 rd parties hosting a minimum of 10 students. See Appendix G	Garda Vetting Coordinator/external party
Relevant academic departments will be advised of students not engaging in the Garda Vetting process so that appropriate follow-up actions can be taken.	Vetting Coordinator/nominated School Liaison

8. Related Documents

- [Student Disciplinary Procedures](#)
- [Admissions Policy](#)
- [Garda Vetting Policy](#)
- [Fitness to Practice Policy](#)
- [Data Protection Policy](#)

9. Document Management

9.1 Version Control

VERSION NUMBER	VERSION DESCRIPTION/ CHANGES MADE	AUTHOR	DATE
Draft 1.0	Student Vetting Procedures	William O'Reilly Student Vetting Coordinator	1st May 2025
Rev 1.1	Sections 5 and 7 updated to reflect the new NVB validation process. Appendix B revised to include the current NVB1 form and updated validation checklist	William O'Reilly Student Vetting Coordinator	9th Sept 2025

9.2 Document Approval

VERSION NUMBER	APPROVAL DATE	APPROVED BY (NAME AND ROLE)
1.0	27 th May 2025	Student Vetting Committee
Rev 1.1	22 nd Sept 2025	Student Vetting Committee

9.3 Document Ownership

This procedure document is owned by Department of Recruitment, Admissions and Participation.

9.4 Document Review

The Student Vetting Coordinator is accountable to review this document in consultation with relevant stakeholders. This document should be approved by Student Vetting Committee.

9.5 Document Storage

This document will be stored on the TU Dublin content management systems under the Policies and Forms media folder / Office of the President sub-folder. The file will be called: “RAP_GVP_01 Student Garda Vetting Procedures.pdf” once release.

9.6 Document Classification

TU Dublin Internal

Appendices

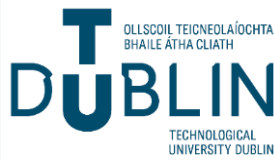
Appendix A: Vetted Programmes

Code	Programme Title	Vetting Schedule
TU155	Higher Diploma in Clinical Measurement Science (Graduate Entry)	Year One
TU657/TU654	Pharmacy Technician Studies*	Year One
TU735/935	Sports Management & Coaching***	Years One & Four
TU737	Sports Studies	Year One
TU761	Ophthalmic Dispensing	Year One
TU790/TU989	Early Childhood Care & Education***	Years One & Four
TU791/TU991	Applied Social Studies in Social Care	Year One
TU792/TU992	Community Development & Youth Work	Year One
TU866	Biomedical & Molecular Diagnostics	Year One
TU867	Biomedical Science	Year One
TU868	Clinical Measurement Science	Year One
TU869	Environmental Health***	Years One & Three
TU870	Human Nutrition & Dietetics**	Year One - vetted by Trinity College Dublin
TU871	Optometry	Year One
TU872	Public Health Nutrition	Year One
TU879	Physics with Medical Physics and Bioengineering*	Year Three
TU962	Drama (Performance)	Year One
TU963	Music*	Year Three or Four
TU965	Business and Languages	Year Three or Four
TU995	Early Childhood Education	Year One
TU996	Social Care	Year One
TU997	Applied Social Care	Year One

Please note - programme vetting requirements are subject to change.

- * Vetting dependant on choice of elective modules and/or placement.
- ** Vetting conducted by Trinity College Dublin Academic Registry
- *** Programme requires re-vetting

Appendix B: Garda Vetting Invitation Forms (NVB1/3)



Programme Title/Code

**STUDENT GARDA
VETTING**
TU Dublin

	APPLICANT CHECK LIST	TICK
Mandatory	GUIDELINES FOR COMPLETING THE VETTING INVITATION FORM NVB1 <ul style="list-style-type: none"> - Read and understand 	
Mandatory	FORM NVB1 – VETTING INVITATION Complete form ensuring all information is complete. <ul style="list-style-type: none"> - Input correct role title - Ensure you sign and date it correctly - Ensure you tick consent box - Name & address MATCH supporting documentation 	
Mandatory	VERIFICATION OF IDENTITY <ul style="list-style-type: none"> - Group 1 - Validation of Identity - One Document Required - Group 2 - Validation of Address - One Document Required - Original identity documents must be presented for verification on submission of application 	
Optional	FORM NVB3 – PARENT / GUARDIAN CONSENT <ul style="list-style-type: none"> - Required if the applicant is <u>UNDER 18 YEARS OF AGE</u> - Attach to your application 	
Application Validation - Mandatory	Identity Document Validation Form It is a legal requirement that all vetting invitation forms and supporting documents are validated in person by a staff member of TU Dublin. Student will be notified of scheduled Vetting Workshops or advised of the nominated person(s) to present their application. <ul style="list-style-type: none"> - Student presents the Vetting Invitation Form, original ID documents, photocopies, and a blank Document Validation Form to the staff member. - Staff will check the application against the agreed checklist. <ul style="list-style-type: none"> – If incorrect or documents missing: returned to student. – If correct: marked validated and approved for e-Vetting. 	
E-Invitation	Once your application has been processed, you will receive an e-invitation to your TU Dublin student email account from An Garda Síochána to complete application. Link expires after 30 days.	

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 applicant's 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.

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.

Further Information

FAQ's on the National Vetting Bureau (NVB) go to <https://vetting.garda.ie/Help/FAQ>

Student Vetting Office Contact Details

Vetting queries may be directed to StudentVetting@tudublin@tudublin.ie.

TU Dublin
Blanchardstown Road North
Dublin 15
D15 YV78



Office Use Only:

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Vetting Invitation Form (NVB 1)

SECTION 1 – Personal Information

Under s26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

[illegible]

Current Address:

[illegible]

SECTION 2 – Additional Information

Name of organisation:

Technological University Dublin

I have provided documentation to validate my identity as required and I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

7

Please tick box, to confirm I have read above declaration.

Applicant's

Signature:

Date:

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Identity Verification – Accepted Documentation Table

Below schedule lists the only documents accepted by Garda National Vetting Bureau (GNVB) for identity validation. Other documents submitted in error will be shredded.

(Applicants Over 18)

Category	Group One – Photo Identification
	<ul style="list-style-type: none"> Irish Driving License or Learner Permit (credit card format) Valid Passport from country of citizenship Irish Certificate of Naturalisation National Identity Card (EU/EEA/Swiss Citizens)
Category	Group Two – Current Proof of address (Max. 6 months old)
<i>Printed, online statements are accepted. Financial information may be redacted/cropped but company header, applicant name, address and date must be visible</i>	
Credit Institutions*	<ul style="list-style-type: none"> Bank Statement from a recognized bank (not private money lenders or Revolut)
	<ul style="list-style-type: none"> Building Society Statement Credit Union Statement Credit Union Passbook
Utility Providers	<ul style="list-style-type: none"> Utility Bills (gas, electricity, television, broadband, waste and TV license – issued within 6 months. Car Insurance Not Accepted.
Government Bodies/SUSI	<ul style="list-style-type: none"> Correspondence from one of the 18 government departments* Letter from Student Universal Support Ireland (SUSI) on headed paper
Local Authorities	<ul style="list-style-type: none"> Letter from Local Council confirming residency

(Applicants Under 18)

Only in circumstances where an applicant under the age of 18 **does not have the documentation** outlined in the accepted documents table will the following be accepted — one of which must be the birth certificate.

Identification
<ul style="list-style-type: none"> Birth Certificate Passport from country of citizenship Written statement by a school principal confirming attendance (on school letterhead)

* <https://www.gov.ie/en/department-of-the-taoiseach/services/list-of-government-departments/>

OFFICE USE ONLY - VOID IF COMPLETED (IN WHOLE OR IN PART) BY THE APPLICANT

TU DUBLIN NVB 1 Identity Document Validation Form

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 NVB 1 Form?

☐ Yes

☐ No
- Is the name on the document exactly matching the name provided on the NVB 1 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 NVB 1 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 NVB 1 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 a copy of the following documents: (Please check all that apply)
- completed NVB 1 Form (original)

☐ Yes

☐ No
- Photographic ID Passport ☐ Driving License ☐ National ID Card ☐

☐ Yes

☐ No
- Document Reference No. _____
- Proof of address

☐ 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:

Date of Validation:

Appendix C: Police Clearance Guidance

Students who have lived outside of Island of Ireland for more than 6 months since the age of 16 years must supply Police Clearance Certificates for all such countries. Students are to apply for Police Clearance once they have accepted a place on [any programme which requires vetting](#).

The arrangement of the Police Clearance document can take considerable time; failure to provide it promptly may result in delays or deferrals to your student placement.

Police Clearance documents are to be submitted to the Student Vetting, Connect Building, TU Dublin, Blanchardstown, Dublin 15 or emailed to studentvetting@tudublin.ie along with Vetting Application or within 10 weeks thereafter.

You will need to contact the policing body in foreign jurisdiction for details but the following links may help:

A-Z list of countries and how to get Police Certificates:

(<http://www.cic.gc.ca/english/information/security/police-cert/index.asp>)

UK Police Certificate

England and Wales:

(<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>)


Scotland:

(<https://www.mygov.scot/disclosure-types/>)

These links are for information only. TU Dublin has no affiliation with or connection to any information on these websites.

Students are liable for the expense of obtaining Police Clearance. The Student Vetting Office may offer guidance on the process, but students are responsible for submitting their own applications.

Appendix D: Police Clearance Affidavit

Technological University Dublin POLICE CLEARANCE STATUTORY DECLARATION					
Full name: _____					
Date of Birth: _____					
Address: _____ _____ _____					
Contact telephone number: _____					
Email Address: _____					
I am aged 18 years and upwards and do solemnly and sincerely declare as follows:					
1 I declare that I am a registered student of Technological University Dublin, enrolled on (insert programme name/code) _____ and required to undergo Garda Vetting prior to engaging in university work with children and/or vulnerable adults.					
2. I declare I resided outside of the Island of Ireland for a period of one year or longer at the following addresses: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td style="height: 20px;">•</td></tr> <tr><td style="height: 20px;">•</td></tr> <tr><td style="height: 20px;">•</td></tr> <tr><td style="height: 20px;">•</td></tr> </table>		•	•	•	•
•					
•					
•					
•					
3. I declare I have made all reasonable steps to verify Police Clearances from the above listed countries.					
4. I declare that that I have no criminal convictions, current or pending, from the above listed countries.					
I make this solemn declaration conscientiously believing the same to be true, for the satisfaction of Technological University Dublin and in support of my Garda Vetting application. Declared at _____					
By the said _____ <div style="text-align: center;">Applicant's Name</div>	_____ <div style="text-align: center;">Applicants Signature</div>				
This _____ day of _____ Before me, a Commissioner for Oaths/Practicing Solicitor/Notary Public/Peace Commissioner and I know the deponent.					
_____ COMMISSIONER FOR OATHS Practicing Solicitor / Notary Public / Peace Commissioner					

Appendix E: Vetting Letters

Vetting Letter A – Approved for Placement

Private and Confidential

Name Surname

Address One

Address Two

Address Three

DD.MM.YYYY

Student ID:

Programme:

GV Reference Number: TUD002- (A)

Dear Name,

Further to your application for Garda Vetting, the TU Dublin Student Vetting Committee is happy to support your application to participate in environments with children or vulnerable adults.

Enclosed please find a copy of the National Vetting Bureau's Disclosure document relating to your application. This Disclosure document refers only to searches conducted by an Garda Síochána within the island of Ireland and does not include searches in any countries outside of Ireland. While this letter supports your application, it does not guarantee you a placement.

In the event of any change in your status regarding criminal convictions or Garda Vetting, you are required to immediately communicate the details of the change to the Nominated Signatory below. Failure to comply with this requirement will be considered a serious disciplinary matter.

This recommendation is valid for up to a maximum of 3 years from the date of issue of this letter. Please be advised that university policy require any student to re-apply for Garda Vetting upon instruction, regardless of the content of this letter.

You are advised to take a photocopy and/or scan of this correspondence and disclosure document for your records.

If you require any further information, please e-mail studentvetting@tudublin.ie.

Yours sincerely

Nominated Signatory

TU Dublin Student Garda Vetting Procedures

Vetting Letter B - Approved Placement with Charges Listed

Private and Confidential

Name Surname

Address One

Address Two

Address Three

DD.MM.YYYY

Student ID:

Programme:

GV Reference Number: TUD002- (B)

Dear Name,

Further to your application for Garda Vetting in regard to placement in an environment with children or vulnerable adults, the TU Dublin Blanchardstown Student Vetting Committee has considered the information provided by you and by the National Vetting Bureau. The result of the investigation presented the following results:

Court Date	Court	Offence Type	Result
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Having considered the nature and type of issues identified, the Student Vetting Committee is prepared to **support your application for placement** on your academic programme. This support is conditional on issues recorded above being related to previous events in your life and not of current relevance.

Please present the original and a copy of this letter and disclosure document to your TU Dublin placement coordinator and your approved placement supervisor prior to starting your placement.

The TU Dublin placement coordinator will confirm with the agency placement supervisor that you have presented this letter and declaration. Failure to present as instructed above will be considered a serious matter and will be dealt with using University disciplinary procedures.

Please be advised that final decisions relating to approval of a student for specific placement in an external agency rests with the management of that agency. While this letter supports your application, it does not guarantee you a placement.

This information contained within this letter is provided in accordance with University policy and in strictest confidence and should not be disclosed to any third party without justification consistent with implementation of the University policy.

This recommendation is valid for up to a maximum of 3 years from the date of issue. Please be advised that policy requires any student to re-apply for Garda Vetting upon instruction, regardless of the content of this letter.

In the event of any change in your status regarding criminal convictions or Garda Vetting, you are required to immediately communicate the details of the change to the Nominated Signatory below. Failure to comply with this requirement will be considered a serious disciplinary matter.

You are advised to take a photocopy and/or scan of the email/letter and disclosure document for your records.

If you require any further information, please e-mail studentvetting@tudublin.ie.

Yours sincerely

Nominated Signatory

TU Dublin Student Garda Vetting Procedures

Vetting Letter B1 - Case Pending

Private and Confidential

Name Surname
Address One
Address Two
Address Three

DD.MM.YYYY

Student ID: **Programme:** **GV Ref: TUD002- (B1- CASE PENDING)**

Dear Name

Further to your application for Garda Vetting in regard to placement in an environment with children or vulnerable adults, the TU Dublin Blanchardstown Student Vetting Committee has considered the information provided by you and by the National Vetting Bureau. The result of the investigation presented the following results:

Court Date	Court	Offence Type	Result
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Having considered the nature and type of issues identified, the Student Vetting Committee is prepared to **support your application for placement** on your academic programme. This support is conditional on issues recorded above being related to previous events in your life and not of current relevance.

Please present the original and a copy of this letter and disclosure document to your TU Dublin placement coordinator and your approved placement supervisor prior to starting your placement.

The TU Dublin placement coordinator will confirm with the agency placement supervisor that you have presented this letter and declaration. Failure to present as instructed above will be considered a serious matter and will be dealt with using University disciplinary procedures.

Please be advised that final decisions relating to approval of a student for specific placement in an external agency rests with the management of that agency. While this letter supports your application, it does not guarantee you a placement.

This information contained within this email/letter is provided in accordance with University policy and in strictest confidence and should not be disclosed to any third party without justification consistent with implementation of the University policy.

This recommendation is valid for up to a maximum of 3 years from the date of issue. Please be advised that policy requires any student to re-apply for Garda Vetting upon instruction, regardless of the content of this letter.

In the event of any change in your status regarding criminal convictions or Garda Vetting, you are required to immediately communicate the details of the change to the Nominated Signatory below. Failure to comply with this requirement will be considered a serious disciplinary matter.

You are advised to save copy of this correspondence and disclosure document for your records.

If you require any further information, please e-mail studentvetting@tudublin.ie

Yours sincerely

Nominated Signatory

TU Dublin Student Garda Vetting Procedures

Vetting Letter C – Declined Placement

Private and Confidential

Name Surname
Address One
Address Two
Address Three

DD.MM.YYYY

Student ID: **Programme:**

GV Reference Number: TUD002- (C)

Dear Name,

I refer you to University Garda Vetting Policy (Reference AQF_GVP_01).

Further to your application for Garda Vetting in regard to placement in an environment with children or vulnerable adults, the University Student Vetting Committee has reviewed information provided by you and by the National Vetting Bureau. The result of the investigation presented the following:

Court Date	Court	Offence Type	Result

Having considered the nature and type of issues identified, the University Student Vetting Committee is **not prepared to support your application to participate in environments with children or vulnerable adults**. Please contact the undersigned Nominated Signatory for feedback and to discuss your current options.

In the meantime, refrain from engaging in environments with children and vulnerable adults as part of any University academic programme.

This information contained within is provided in accordance with University policy and in strictest confidence and should not be disclosed to any third party without justification consistent with implementation of the University policy.

Please note you have the right to appeal the decision of the Student Vetting Committee using University procedures.

If you require any further information, please contact studentvetting@tudublin.ie .

Yours sincerely,

Nominated Signatory

Vetting Letter D – Decline Placement due to Case Pending Status

Private and Confidential

Name Surname

Address One

Address Two

Address Three

DD.MM.YYYY

Student ID:

Programme:

GV Reference Number: TUD002- (D)

Dear Name,

I refer you to University Garda Vetting Policy (Reference AQF_GVP_01.)

Further to your application for Garda Vetting in regard to placement in an environment with children or vulnerable adults, the University Student Vetting Committee has reviewed information provided by you and by the National Vetting Bureau. The result of the investigation presented the following:

Court Date	Court	Offence Type	Result
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As you currently have a **case pending**, it is not possible to complete your vetting application at this time. Please re-apply when this court case is resolved.

In the meantime, refrain from engaging yourself in environments with children and vulnerable adults as part of any University academic programme(s).

This information contained within is provided in accordance with University policy and in strictest confidence and should not be disclosed to any third party without justification consistent with implementation of the University policy.

Please be advised that University policy requires any student to re-apply for Garda Vetting upon instruction, regardless of the content of this letter.

Please note you have the right to appeal the decision of the Student Vetting Committee using University procedures.

If you require any further information, please e-mail studentvetting@tudublin.ie

Yours sincerely

Nominated Signatory

Appendix F: Guidelines for decision making of committee

Examples of categories of incidents on a student record where permission to proceed to placement will most likely be refused (offences against people)

Fatal offences against the person	<ul style="list-style-type: none"> • Murder • Manslaughter • Infanticide • Dangerous driving causing death or serious injury
Non-fatal offences against the person	<ul style="list-style-type: none"> • Assault causing serious harm • Kidnapping/false imprisonment • Syringe attack • Stalking/Harassment • Child abduction • Assault causing harm • Assault • Attacks on the elderly • Aggravated burglary
Sexual offences	<ul style="list-style-type: none"> • Rape • Aggravated sexual assault • Unlawful carnal knowledge • Incest • Sexual assault
Firearms offences	<ul style="list-style-type: none"> • Any category
Other offences	<ul style="list-style-type: none"> • Member of illegal organisation • Current barring or restraining order • Significant theft • Fraud • Other serious offences

Examples of categories of incidents on a student record where permission to proceed to placement may be granted on a case-by-case basis depending on the severity of the offence, time since the offence, and criminal record in the intervening time (offences related to property or events)

Offences against property	<ul style="list-style-type: none"> • Robbery • Handling stolen property • Burglary • Blackmail/extortion • Criminal damage • Larceny
Drug offences	<ul style="list-style-type: none"> • Possession for unlawful supply or sale • Possession of other drugs • Possession/supply of cannabis
Public order offences	<ul style="list-style-type: none"> • Riot or violent disorder • Misconduct/ drunk in an aircraft • Threatening, abusive or insulting behaviour • Distribution of insulting abusive or obscene material • Begging • Wilful obstruction • Drunk in public • Offensive conduct in public place • Deceit/impersonation • Failure to comply with direction of Garda
Road traffic offences	<ul style="list-style-type: none"> • Relating to use of seatbelts • Relating to tax or insurance • Relating to NCT • Relating to learner status • Relating to traffic instruction violations

Appendix G: Agreement To Share Vetting Information

This agreement is between: 3rd Party Organisation and Technological University Dublin

Technological University Dublin is placing students/volunteers into "relevant work or activities", as defined in the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 (the "2012 Act") in 3rd Party Organisation.

In accordance with Section 12 (3a) of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 as amended by the Criminal Justice (Spent Convictions and Certain Disclosures Act 2016), Technological University Dublin and 3rd Party Organisation have jointly agreed as follows:

- Upon receiving the formal consent of the student/volunteer, TU Dublin hereby undertakes to apply for a Vetting Disclosure from the National Vetting Bureau in respect of persons it directly employs, contracts, or otherwise permits to engage in relevant work with children or vulnerable adults as part of this initiative on its own behalf and on behalf of (3rd Party Organisation). Subject to the formal consent of the applicant, Technological University Dublin agrees to share a copy of the Vetting Disclosure obtained from the Vetting Bureau with (3rd Party Organisation).
- Upon receipt of the disclosure, Technological University Dublin shall be responsible for assessing the suitability of the applicant for the stated relevant work, in accordance with its protection and vetting policies.
- Technological University Dublin will obtain vetting disclosures for all students/volunteers from the National Vetting Bureau and will hold said vetting disclosures in a secure and confidential manner, in accordance with all data protection legislation.
- Technological University Dublin will notify 3rd Party Organisation if there are any potential safeguarding issues.

Signed for and on behalf of:
3rd Party Organisation

Signed for and on behalf of:
Technological University Dublin

Print Name:
Title:
Date:

Print Name:
Title:
Date:

Seoladh Cláraithe / Registered Address

OT Baile Átha Cliath - Teach na Páirce Ghráinseach Ghormáin
191 An Cuarbhóthar Thuaidh, D07 EWW4, Éire
TU Dublin - Park House Grangegorman
191 North Circular Road, D07 EWW4, Ireland

OT Baile Átha Cliath
Gráinseach Ghormáin
D07 H6K8, Éire

TU Dublin
Grangegorman
D07 H6K8, Ireland

~ +353 1 220500
~ tudublin.ie