

# Scouting Ireland - Vetting

Policy & Procedure September 2025



## Vetting Team

Scouting Ireland's Vetting Team is part of the Safeguarding Department. This new procedure (2025) FOR Scouting Ireland members is in accordance with the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 to 2013.

## NVB Vetting

Since the commencement of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016 the National Vetting Bureau provide Garda Vetting applicants with the ability to apply online using their Vetting facility.

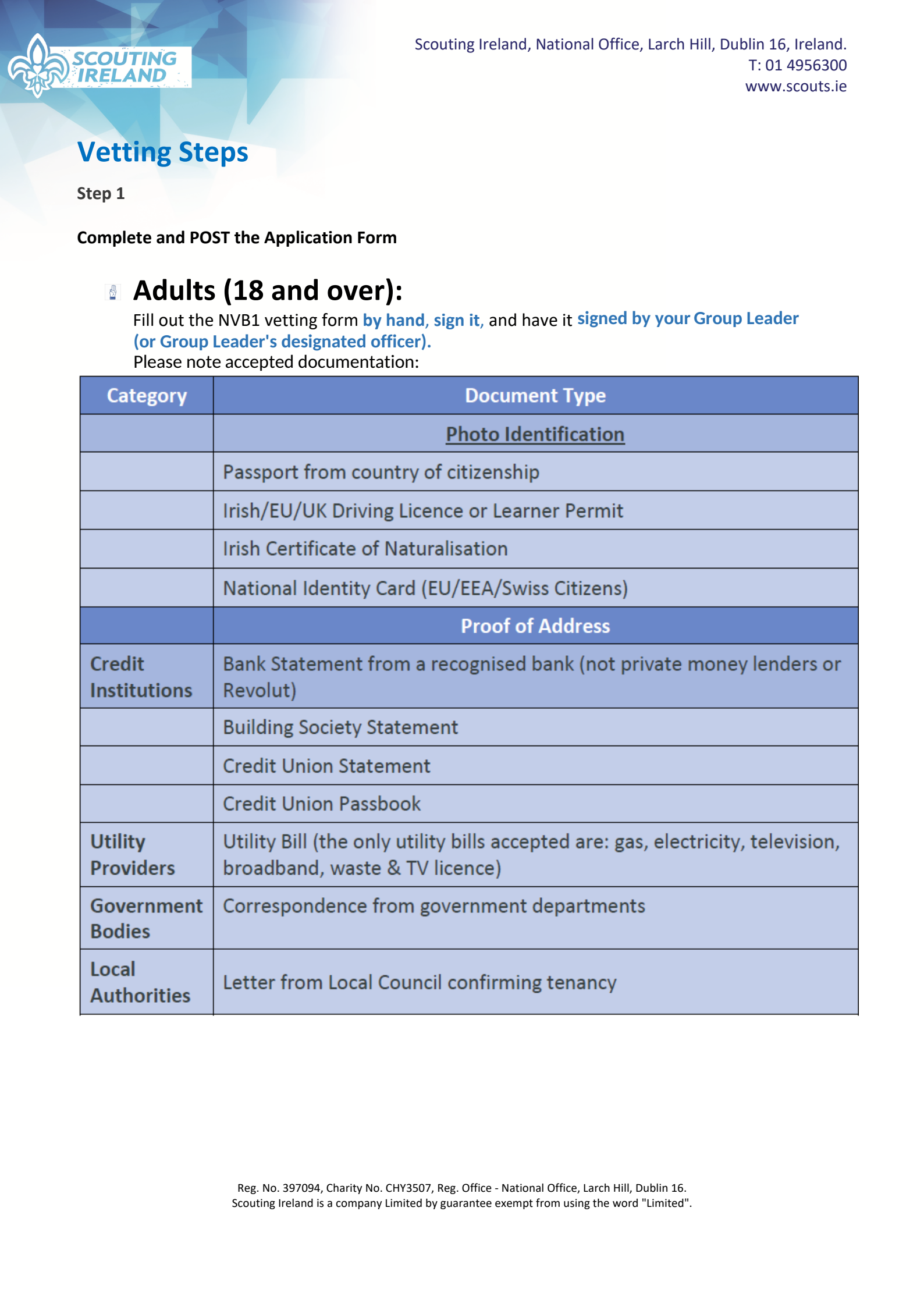
To apply for vetting and use the Vetting service Scout members must...

- Be over 16 years old
- If aged 16-18 years, have submitted signed "Parent / Guardian" consent NVB3 form
- Have or have access to a valid email address.
- Have access to the Internet.
- Have completed the "Proof of Identity" process – signed by the Group Leader (Or Trustee/delegate of the Group Leader)
- Note that two referees are required, and they cannot be family members and only one can be a Scout member.

## Roles accepted by the vetting Bureau – only these roles applied for will be accepted

1. Scouter
2. Scouter/Rover Scout
3. Rover Scout
4. Scout Centre/Campsite Manager/Staff
5. Venture Scout
6. Staff Member who provides Advice and Guidance to Youth Members
7. Adult Supporter – Group Chairperson
8. Provincial Support Officer/Development Support Officer
9. Adult Supporter – Group Secretary
10. Adult Supporter – Group Treasurer
11. Adult Supporter – Group Quartermaster/Bo'sun (Sea Scouts)
12. Adult Supporter – Spiritual Advisor
13. Adult Supporter – Band Member/Entertainments Facilitator
14. Adult Supporter – Special Needs Assistant
15. Volunteer Intern
16. Campsite Office Administrator (CE Scheme)
17. Campsite Maintenance Worker (CE Scheme)

Please see membership policy for the role description



## Vetting Steps

### Step 1

#### Complete and POST the Application Form





#### Adults (18 and over):

Fill out the NVB1 vetting form **by hand, sign it**, and have it **signed by your Group Leader (or Group Leader's designated officer)**.

Please note accepted documentation:

Category	Document Type
	<u>Photo Identification</u>
	Passport from country of citizenship
	Irish/EU/UK Driving Licence or Learner Permit
	Irish Certificate of Naturalisation
	National Identity Card (EU/EEA/Swiss Citizens)
	<u>Proof of Address</u>
Credit Institutions	Bank Statement from a recognised bank (not private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
Utility Providers	Utility Bill (the only utility bills accepted are: gas, electricity, television, broadband, waste & TV licence)
Government Bodies	Correspondence from government departments
Local Authorities	Letter from Local Council confirming tenancy

## Youth Applicants (ages 16–18):

-  Fill out the NVB1 vetting form **by hand, sign it**, and have it **signed by your Group Leader (or Group Leader's designated officer)**.
-  Fill out the NVB3 form (Parental Consent Form) **by hand, sign it**, and have it **signed by your Group Leader**.

Please note accepted documentation:



In circumstances where an applicant under the age of 18, does not have documentation outlined in the accepted documentation table, the following will be accepted.

Identification
Birth Certificate
Written statement by a school principal or an accredited third level institution confirming attendance and address

Two documents must be submitted, one to support identification and one to support proof of address.

Strict Adherence: Only the documents listed are acceptable.

### Provide ID Documents

-  Show your **original ID documents** to your **Group Leader in person**.
-  Include **copies** of those documents **with your posted application form**.

## Checklist:

- ✓ Applicant and Group Leader met in Person
- ✓ Forms fully complete
- ✓ Valid Identification and proof of address shown in-person to the Group Leader ensuring the consent box is ticked
- ✓ Form and copies of identification posted to: [Scouting Ireland, National Office, Larch Hill, Dublin 16, D16PO23](#)
- ✓ **Incomplete or illegible applications — including those with incorrect or invalid identification will be rejected. You will be notified by email and required to restart the application process in full, your application will be shredded.**

**Step 2**

[Scouting Ireland vetting department](#) validates proof of identity and sends the Scouter an e-mail with a link attached inviting them to complete an online Vetting Link.

**Step 3**

[The Scouter](#) completes the Vetting Link.

**Step 4**

[Scouting Ireland Vetting Department](#) reviews the Vetting Application and submits it to the National Vetting Bureau.

**Step 5**

The National Vetting Bureau processes the application and forwards a vetting disclosure to [Scouting Ireland](#).

**Step 6**

[Scouting Ireland](#) reviews the vetting disclosure and the Scouter profile is updated.

**Step 7 – If relevant**

Where relevant and a disclosure is returned with a criminal conviction, [The Safeguarding Department](#) will complete a [risk assessment](#) with the [Scouter](#) and determine their suitability to proceed. This process will be done only once for each disclosure and not repeated every three years on future vetting applications. The risk assessment will be maintained by the Safeguarding Department for future reference. [These assessments are confidential between Safeguarding and the applicant.](#)

**Re Vetting**

Scouting Ireland policy that all our adult members re-vet **every three years**. It is the responsibility of the individual Scouter and Group to ensure vetting is in-date. [Scouters who's vetting is out of date MUST 'stay-away' from Scouting until their vetting is complete as per the 'stay away' policy.](#)

**Please note:**

- Scouting Ireland reserve the right to request Scouters to reapply for vetting at any time.
- Any Scouter subject to a suspension without prejudice will be required to re-vet prior to a return to Scouting, depending on the individual circumstances and risk assessment.
- Scouting Ireland reserve the right to maintain a copy of a Scouters identification on file for up to 12 months after they leave Scouting Ireland.

**GDPR Statement**

The personal information collected during the vetting process is used solely for the purpose of Vetting. Your data will be accessed only by Scouting Irelands Safeguarding Team. Hard copies of vetting documentation will be retained in National office for six months, after which they will be scanned and stored securely online. These digital records will be retained for the duration of your membership or until re-vetting is required. After this period, all documentation will be securely deleted in accordance with our data protection policies." For more information on how we handle your data, please see our Privacy Policy.



## **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** typed or if written MUST be clear and legible.

The applicants 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](mailto: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.



# Identity Document Validation Form

Your Ref:

## 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 NVB1 Form? ☐ Yes ☐ No
- Is the name on the document exactly matching the name provided on the NVB1 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 NVB1 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 NVB1 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/forwarded a copy of the following documents: (Please check all that apply)

- Completed NVB1 Form (original) ☐ Yes ☐ No
- Photographic ID document type: ☐ Yes ☐ No
- Document Reference No.
- Proof of address document type: ☐ 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:
- Validator's Role:
- Validator's Contact Number:
- Date of Validation: