

National Vetting Bureau (NVB) Procedure for Swim Ireland (update Feb 2021)

NVB vetting applications are processed for Swim Ireland by a Liaison Person. Currently the Liaison Person in Swim Ireland is Kate Hills.

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 (the Act) provides a legal requirement for individuals, aged 16 years or over, to be vetted prior to taking up a specified position.

All applications and accompanying copies of documents must be posted to **Swim Ireland, PO Box 13322, Ballina, Co Mayo**
The NVB application process is a two-part process for the applicant.

Part one: Completion of the E-Vet ID Form Sections 1, 2, 3 and 4

The Act requires: (i) an individual's consent to be vetted, (ii) your identity to be verified and (iii) consent for Swim Ireland to receive your vetting disclosure. This is done by completing the E-Vet ID Form.

If you are aged 16 or 17 years old your parent/guardian must complete the **Parent Consent Form** giving consent for you to be vetted and this must be attached to your completed E-Vet Form.

The E-Vet ID Form

Section 1: You must complete the following information – the information in **bold** is required by the Act for a vetting application:

1. Type of application (see form)	2. Club name (if relevant)
3. Swim Ireland ID number	4. Names (first, middle and surname)
5. Date of birth (must be aged 16 years or over)	6. Email address (for applicant 16/17 years a parent e-mail must be used)
7. Contact phone number (for applicant 16/17 years a parent phone number must be used)	8. Current address
9. Role/position applied for	10. Tick box to indicate you agree to the declarations
11. Sign and date the form	

Section 2: This must be completed before being sent to Swim Ireland. The person providing ID verification cannot be the applicant or related to the applicant and must be one of the following:

For Club applicants: Club Committee member, Membership or Compliance Officer, Club Children's Officer, Guard, Solicitor

For other applicants: Guard, Solicitor, Swim Ireland appointed Tutor, Facility Manager (contact details must be provided)

Validation of ID is a legal requirement, and this must be completed before an application is accepted for processing.

You can now carry out one of two validation methods:

- A. FACE TO FACE MEETING (only allowable where this is within government recommendations)
Validate your ID face to face, being aware of ALL social distancing requirements. You must show your original ID documents and the copies to be included with your application. The person must then complete the validation ID on the application form (Section 2 for NVB applications)
- B. VIRTUAL FACE TO FACE MEETING
Validate your ID via virtual face to face meeting. You must show your original ID documents and the copies to be included with your application. The person must provide you with the email declaration detailed below, following seeing you and your documentation.

NATIONAL VETTING BUREAU VIRTUAL IDENTITY CHECK DECLARATION

I declare I have virtually seen the applicant detailed in the accompanying E-Vet Application Form and can confirm the following:

- *I verify the details in Section 1 match the original identification documents shown to me*
- *I confirm copies of the original identification documents shown to me will be attached to the E-Vet Application Form*
- *I confirm the Parent Consent Form will be attached (if applicant is 16 or 17 years old)*

Details of person providing ID check:

Name and date as per email

Phone number:

Position:

Details for documents you must provide are given in Section 3.

You must attach copies of these ID documents to your application, and the email ID verification if necessary.

A Parent Consent Form must also be attached if you are aged 16 or 17 years old.

Section 3: The documents listed here can be used to verify your ID.

The approved documents must total 100 or more points to meet the requirements of the NVB and show:

- Your name,
- Your date of birth
- Your address
- Your photograph

Section 4: This is a checklist for you to check all parts of the form are completed and necessary documents are attached. Incorrect or incomplete E-Vet ID Forms will be returned.

Completed E-Vet ID Forms

The E-Vet ID Form, the Parent Consent Form if relevant, and your copies of your identification must be sent to:
Swim Ireland, PO Box 13322, Ballina, Co Mayo

You have now completed the first part of the process.

The E-Vet ID Form and documents will be retained for the period of validity for the vetting (currently 3 years).

Part two: On-line application form

- a) You will receive an email invitation from evetting.donotreply@garda.ie within 10 working days of Swim Ireland receiving your E-Vet ID Form. The email invitation contains a link to the NVB portal and the instructions for you to fill in your vetting application. This is a unique link and only valid for your application as it contains your details given on the E-Vet Form. You have 30 days to complete the online application before your invitation expires.
If you do not receive your email invitation you should contact vetting@swimireland.ie without delay.
- b) Check your details that are already filled in are correct. If they are not correct, contact Swim Ireland at vetting@swimireland.ie immediately; PLEASE DO NOT CANCEL YOUR APPLICATION.
- c) You will need the following further information before you complete the online application; you cannot save partially completed forms to return to later – the online form must be completed in one go:

• Gender (as at birth/gender reassignment certificate)	• Alias names – other names you may be known by
• Name changes if different from birth name	• Full addresses from year of birth to present day Northern Ireland addresses must include postcode
• Place of birth (town and country)	• Years (from and to) at each address
• Passport number, if passport holder	• Details, if any, of convictions
• Mother's maiden name	

Enter the required details as you move through the online form.

If any required part of the online form is incomplete you will not be allowed to move forward or to complete the application.

Please note:

Complete the form carefully to avoid errors; if you make an error after moving from one section to another you will need to start again, the form cannot be saved or edited.

PLEASE DO NOT CANCEL THE APPLICATION IF YOU MAKE A MISTAKE – START AGAIN. If you cancel the application, you must contact Swim Ireland as you cannot complete the application process.

- d) Click SUBMIT once you have completed the application online. If you have made an error at this stage, you must contact vetting@swimireland.ie immediately to receive a new email invitation.
- e) The Swim Ireland Liaison Person then submits your correctly completed online application to the NVB for processing. Any queries will be reverted back to you. **You have not completed vetting at this point.**
- f) The outcome of your application, called a disclosure certificate, is issued to the Liaison Person. A decision will be made about an applicant's suitability based on the information in the disclosure certificate according current Swim Ireland Vetting Policy. The current Swim Ireland Vetting Policy contains further information on decision making.
- g) **It is a legal requirement to have an accepted vetting disclosure prior to taking up a specified position. You may only take up your position once your vetting disclosure is accepted by Swim Ireland. This will be recorded on your membership profile and you may download a letter from here.**

Contacts for queries:

Club members – sarahkelly@swimireland.ie

Education/Course participants – cdeak@swimireland.ie

Vetting application processing/application – vetting@swimireland.ie

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