1.0 Purpose
NUI Galway (the University) offers a number of programmes that require students to undertake placements with external agencies, which will bring them into contact with the public and in which they will assume positions of trust.

To ensure the protection of the public, and justify public trust and confidence, the University is committed to ensuring that only suitable candidates are allowed to undertake these programmes.

2.0 Description
The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 requires persons working with children or vulnerable adults to be vetted by the Gardaí. The Act also provides for the use of information other than criminal convictions where such information leads to a bona-fide belief that a person poses a threat to children or vulnerable persons.

NUI Galway uses the National Vetting Bureau/Garda Central Vetting Bureau which, where applicable, may liaise with the Police Service of Northern Ireland vetting service to assess the suitability of applicants (“Applicants”) for admission to such Programmes.

In the event where applicants do not meet the Garda Vetting requirements of the University, registration on such programmes may be subject to cancellation.

Applicants to programmes listed in Appendix 1 are required to disclose any relevant conviction as part of the Garda Vetting process. If information relating to a conviction is not given or is given in an incomplete form, the University reserves the right at any stage (including after an offer of a place has been made, or after registration) to reject the application or, where applicable, withdraw the offer or cancel the registration.

2.1 Programmes Requiring Garda Vetting
A full list of the Programmes which require students to undergo the Garda Vetting process is set out in Appendix 1. This list is subject to amendment as deemed necessary.

Applicants to the programmes listed in Appendix 1 may also be required to submit to additional criminal record checks.

The process by which the institution determines the programmes which require Garda Vetting is described in Appendix 9.

Students undertaking programmes in Nursing and Midwifery will have their Garda Vetting process conducted by the Health Service Executive (HSE). These students must satisfy the requirements of
the HSE in respect of Garda Vetting before they can fully complete their registration as NUIG students.

2.2 Relevant Offences
When assessing a candidate’s suitability for a programme, NUI Galway may consider and take into account all or any Garda Vetting Disclosures containing details relating to prosecution for or conviction of any offences listed in Appendix 2.

For the avoidance of doubt, a conviction or finding of guilt to which section 258 of the Children Act, 2001 applies is not considered to be a Relevant Conviction.

2.3 Applicants with a Criminal Conviction
Having a criminal conviction will not necessarily prevent an applicant from gaining admission to the relevant programme. However, the University will take any relevant criminal convictions of a prospective applicant into account when considering her/his application for admission, and reserves the right to refuse to admit an applicant or cancel the registration of a person admitted where his/her previous criminal conviction makes it inappropriate for him/her to be a student of the relevant programme.

In reaching a decision regarding the admission of an applicant with a Relevant Offence (Appendix 2), the University will balance the interests of the applicant (and its ability to provide any appropriate support arrangements) with its responsibilities to provide a safe and secure environment for its staff, students, visitors and others. In addition, the University will take into account the demands of relevant professional bodies and requirements under the law to protect special categories of people, for example children and vulnerable adults.

2.4 Students who Acquire a Criminal Conviction during their Course of Study
Students on any of the Programmes listed in Appendix 1 who acquire a conviction during their course of study are required to notify the Authorised Signatory of that conviction and will be subject to the provisions of this Policy.

2.5 Management of the Vetting Process
NUI Galway has developed an administrative structure to manage the various stages associated with the Garda Vetting Process, as follows:

- **NUI Galway Authorised Signatory for Garda Vetting Bureau**: Admissions Officer
- **NUI Galway Decision Making Committee**: Comprising of the Authorised Signatory, Head of School, Programme Director, Academic Secretary and Dean of relevant College.
- **NUI Galway Appeals Committee on Vetting Process**: Registrar and Deputy-President and two Deans of College, not to include the Dean who acted on the Decision Making Committee, appointed by Registrar and Deputy-President.

2.6 Police Clearance
The Garda Central Vetting Unit currently undertakes vetting on addresses in Ireland and Northern Ireland only. Students who have resided outside of Ireland and/or Northern Ireland for a period of time, are required to provide supporting documentation when submitting his/her Garda Vetting application form.
2.6.1 Professional Master of Education (PME)/Máistir Gairmiúil san Oideachas (MGO)
In line with Teaching Council requirements, a student who has resided outside Ireland and/or Northern Ireland for three years or more in total, after the age of 18, will be required to provide certified copies of police clearance documents from all jurisdictions/states of previous residence, referring to the time spent in each jurisdiction/state, in addition to complying with the Garda Vetting process described below.

2.6.2 All Other Programmes
A student who has been out of the country for over 6 months from age 15 and over, including students who spent such a period abroad as part of an ERASMUS programme, will be required to provide a Police Clearance Certificate from the country/countries of residence abroad, in addition to complying with the Garda Vetting process described below.

2.7 Garda Vetting Process
The following sections outline the Garda Vetting process and matters arising from it. NUI Galway reserves the right to adapt this process from time to time, in general or in particular cases, having regard to the particular circumstances of a case or cases. Unless otherwise stated, all communications related to Garda Vetting with applicants for the programmes or students registered on the programmes listed in Appendix 1 will be confidential.

2.7.1 Stage 1 - Completion of Student section of Garda Vetting Form
Applicants who have been offered and accepted a place on a Programme listed in Appendix 1 are sent a Garda Vetting Form and the instructions for completion of the form (see Appendix 3 (a) and (b) attached). The documentation highlights for applicants the importance of full disclosure. The forms must be returned to the Authorised Signatory within two weeks of receipt.

Where a student fails to provide the required documentation, the Admissions Office will issue a reminder to the student by SMS or e-mail requesting that the documentation is returned within a designated period. If the student fails to return the documentation within the specified timeframe, the Dean of the relevant College is notified and a further reminder is issued by the Admissions Office. If the required documentation has not been submitted by the students within 2 weeks of this second reminder he/she is liable to have her/his registration cancelled. A student whose registration is cancelled will be notified by registered letter to her/his home address.

An applicant who is under 18 years of age at the point of entering the University must complete an additional Garda Vetting Parent/Guardian Consent Form (see Appendix 3(c)).

2.7.2 Stage 2 - Completion of Authorised Signatory’s section of form
In the case of NUI Galway, the Admissions Officer is the Authorised Signatory. Once the Authorised Signatory is satisfied that all sections of the form are duly completed, the form is signed by the Authorised Signatory. Then, in line with the requirements of the National Vetting Bureau/Garda Central Vetting Bureau, a batch summary form is completed and the forms are forwarded to the National Vetting Bureau/Garda Central Vetting Bureau (see Appendix 4).

---

1 This form cannot be amended by NUI Galway
2.7.3 Stage 3 – Confirmation by National Vetting Bureau/Garda Central Vetting Unit

Following review of the vetting subject’s Garda Vetting form, the National Vetting Bureau/Garda Central Vetting Bureau returns the form indicating one of the following responses:

- No previous convictions recorded;
- Conviction is recorded or is pending.

2.7.4 Stage 4 – Confirmation of National Vetting Bureau/Garda Central Vetting Bureau response by Authorised Signatory

Where the information supplied by the National Vetting Bureau/Garda Central Vetting Bureau is inconsistent with information provided by the applicant, the Authorised Signatory will meet with the applicant to clarify whether:

a) the information pertaining to the applicant supplied by the National Vetting Bureau/Garda Central Vetting Bureau is correct;

b) the applicant does not agree that the information supplied by the National Vetting Bureau/Garda Central Vetting Bureau is correct in which case the applicant consents to the Authorised Signatory requesting the National Vetting Bureau/Garda Central Vetting Bureau to review its information and confirm or amend its initial response (Appendix 5).

2.7.5 Stage 5 – Evaluation of information

Once the information has been confirmed it is then reviewed by the NUI Galway Decision Making Committee and classified as it as follows:

- No previous convictions recorded*;
- Conviction is pending*;
- Minor Offence;
- Serious Offence;
- Very Serious Offence.

*Authorised Signatory will classify on behalf of the decision making committee.

Thereafter, the University will deal with the information as outlined in Stage 6.

2.7.6 Stage 6 - University response to information provided by National Vetting Bureau/Garda Central Vetting Bureau

(a) No previous convictions recorded

The names of all students with no previous convictions are forwarded by the Authorised Signatory to the relevant Head of School, who will provide written assurance to the placement agency that the student has been subject to Garda Vetting and has been deemed appropriate for placement (see Appendix 6).

(b) Conviction is recorded, or is pending

If a conviction is recorded, or is pending, the NUI Galway Decision Making Committee will consider the conviction, or pending conviction.

(c) Minor Offence

In the cases of minor offences, i.e. offences which, within the absolute discretion of the University, are not considered to pose any risk to children or vulnerable adults, the NUI Galway Decision Making Committee will approve the release of the names to the relevant Head of School, who will provide
written assurance to the placement agency that the student has been subject to Garda Vetting and has been deemed appropriate for placement (see Appendix 6).

(d) Serious Offence
In the case of serious offences, i.e. offences, the nature of which could indicate a potential risk to children or vulnerable adults, the University’s response will be informed, in the first instance, on whether or not the student openly disclosed the offence.

(i) If the offence has been disclosed, at least 2 members of the NUI Galway Decision Making Committee, which will include the Authorised Signatory, will meet with the student to discuss the circumstances of the offence. Having discussed the offence the representatives of NUI Galway Decision Making Committee may, inter-alia, consider and take into account the following factors in respect of a students’ suitability for a programme:

- The nature and seriousness of any offence which may be recorded in respect of the student;
- The nature of any court result which may be recorded in respect of the student;
- Mitigating factors, if any, in favour of the student;
- The self-disclosure of any such offence by the student;
- The age of the student at the time any such offence was committed;
- The length of time elapsed since any such offence was committed by the student;
- The conduct of the student in the time elapsed since the offence was committed;
- Rehabilitative efforts undertaken by the student in the time elapsed since any such offence was committed;
- Recidivism rate, if any, of the student in the time elapsed since any such offence was committed;
- Any other information recorded relating to the commission of or involvement in the commission of an offence, which would give rise or would be likely to give rise to a bona-fide concern that the individual poses a risk to the safety of children and/or vulnerable adults.

If there has been evidence of significant rehabilitation and/or evidence of appropriate behaviour modification by the student since the event took place, then the student will be advised that he/she will be allowed to continue on the programme.

The Authorised Signatory will forward the names of the students to the relevant Head of School, who will provide written assurance to the placement agency that the student has been subject to Garda Vetting and has been deemed appropriate for placement (see Appendix 6).

In the cases of serious offences, and where the student has provided evidence of significant rehabilitation and/or evidence of appropriate behaviour modification by the student since the event took place, the Head of School can request that details of the offence(s) be shared with the placement agency, with the student signing a privacy waiver (see Appendix 7) and the issuing of the details to the placement (see Appendix 8).

Whilst students are under no obligation to waive their right to privacy, it may impact their ability to participate in the placement element of their course if they wish to uphold this right.

If there is no evidence of significant rehabilitation and/or evidence of appropriate behaviour modification by the student, the student will be advised that their offence is being treated as a very serious offence and the procedure outlined in section (d) below will be followed.

(ii) If the offence has not been disclosed at least 2 members of the NUI Galway Decision Making Committee, which will include the Authorised Signatory, will meet with the student to discuss the
circumstances of the offence. Other than in very exceptional circumstances, the student will be advised that their offence is being treated as a very serious offence and the procedure outlined in section (d) below will be followed.

(e) Very Serious Offence
In the case of very serious offences, i.e. offences, the nature of which could potentially indicate a serious risk to children and vulnerable adults or other members of the public, the student will be required to meet with the Decision Making Committee and advised that owing to the nature of their conviction(s) they cannot be allowed continue on their programme of study.

Following the meeting the student will be advised in writing of that decision by registered letter to his/her home address.

2.7.7 Stage 7 - Appeals Mechanism
In the event that the student is dissatisfied with the decision of the NUI Galway Decision Making Committee, they may appeal the decision to the NUI Galway Appeal Committee on Garda Vetting Process through the Registrar and Deputy-President, in writing stating the grounds for the appeal.

The NUI Galway Appeal Committee on Garda Vetting Process may choose to meet with the student and/or relevant members of staff as deemed appropriate. The findings of the NUI Galway Appeal Committee on Vetting Process shall be final.

2.8 Completion
Applicants who have satisfactorily completed Garda Vetting (and any other requirements of the registration process) will be fully registered as students of NUI Galway on the relevant Programme.

However, applicants should be aware that, given the duration of certain Programmes, the University reserves the right, at its discretion, to require certain groups of students or individual students to undergo a further Garda Vetting process during the course of their Programme.

2.9 Non-Irish Students
At present, the National Vetting Bureau/Garda Central Vetting Bureau does not vet applicants whose residence is outside Ireland or Northern Ireland.

The University will require that all non-Irish applicants applying for admission to programmes that will bring students into contact with children and/or vulnerable adults to submit official evidence acceptable to the University of Police Clearance. This evidence must be presented in both the original and in authorised English translation. Notification of this requirement will be on the Admissions website and in the Undergraduate and Postgraduate Prospectuses.

2.10 Garda Vetting and the Data Protection Acts
As vetting data is considered to be sensitive personal data under the Data Protection Acts, access to it is strictly controlled.

The purpose of this vetting procedure is to ensure that only NUI Galway acts in the matter of the student and in turn provides the necessary safeguards for the processing of students’ sensitive personal data while ensuring that the student is properly vetted for the placement.

For students deemed suitable for placement, NUI Galway provides the placement agency with a written assurance that a student has been subject to vetting. This written assurance, quoting the
relevant application number, indicates that the student has been subject to the vetting process and deemed appropriate for programme related placement on a particular date (see Appendix 6).

NUI Galway may not provide copies of Garda Vetting forms to third parties nor may NUI Galway share or disclose any sensitive personal data which may arise during the vetting process with third parties.

Under the Data Protection Acts, individuals have the right to access personal information about themselves. Requests for access to vetting information may be made in writing to the Admissions Officer.

It is the position of the Commission for Data Protection that the disclosure of such information to other parties, even with the consent of the vetting subject, is not appropriate and could potentially undermine the integrity of the vetting process.

Furthermore, it is also not appropriate for third parties (work placement agencies, potential employers) to seek this information directly from students.

This procedure has been agreed between the Commission for Data Protection and the Garda Vetting Office.

3.0 Responsibilities

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing Committee of Academic Council</td>
<td>Policy Owner and Approval</td>
</tr>
<tr>
<td>Admissions Office</td>
<td>Policy Maintenance and Repository</td>
</tr>
</tbody>
</table>
4.0 Attachments

Appendix 1 - NUI Galway Programmes which require Garda Vetting

NUI Galway will require students on the following programmes (this list is subject to review as deemed necessary) to be Garda Vetted before they fully complete their registration as a student of the University.

Such students will be registered provisionally until Garda Clearance is obtained.

Full-time Undergraduate Degree Programmes for which Garda Vetting is required

<table>
<thead>
<tr>
<th>Programme Code</th>
<th>Programme Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>GY504</td>
<td>Podiatry</td>
</tr>
<tr>
<td>GY501</td>
<td>Medicine</td>
</tr>
<tr>
<td>GY502</td>
<td>Occupational Therapy</td>
</tr>
<tr>
<td>GY503</td>
<td>Speech and Language Therapy</td>
</tr>
<tr>
<td>GY515/GY516/GY517/GY525/GY526/GY527</td>
<td>General Nursing/Psychiatric Nursing/Midwifery</td>
</tr>
<tr>
<td>GY110</td>
<td>BA with Children’s Studies</td>
</tr>
<tr>
<td>GY113</td>
<td>BA with Human Rights</td>
</tr>
<tr>
<td>GY109</td>
<td>BA Mathematics and Education</td>
</tr>
<tr>
<td>GY117</td>
<td>BA with Latin American Studies</td>
</tr>
<tr>
<td>GY120</td>
<td>BA Environment and Society/Youth and Family Studies</td>
</tr>
</tbody>
</table>

Postgraduate Programmes for which Garda Vetting is required

<table>
<thead>
<tr>
<th>Programme Code</th>
<th>Programme Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>n/a</td>
<td>Professional Master of Education</td>
</tr>
<tr>
<td>n/a</td>
<td>Máistir Gairmiúil san Oideachas</td>
</tr>
<tr>
<td>GYG00</td>
<td>PhD (Child and Youth Research)</td>
</tr>
<tr>
<td>n/a</td>
<td>Postgraduate Diploma Special Educational Needs</td>
</tr>
<tr>
<td>GYA40</td>
<td>MA (Social Work)</td>
</tr>
<tr>
<td>GYS10</td>
<td>MSc (Medical Physics)</td>
</tr>
</tbody>
</table>

Students on research programmes where they are engaging with children and/or vulnerable adults will require Garda Clearance.

Part-time Degree Programmes for which Garda Vetting is required

<table>
<thead>
<tr>
<th>Programme Code</th>
<th>Programme Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>n/a</td>
<td>BA Social Care</td>
</tr>
</tbody>
</table>

NUI Galway reserves the right to amend this Appendix at any time.
Appendix 2 - Relevant Offences which may be considered when deciding on the suitability if an applicant

When assessing the suitability of an applicant for a certain programme, the NUI Galway Decision Making Committee may consider and take into account all or any Garda Vetting Disclosures contain details relating to the prosecution for or conviction for any offence in the following list.

- Offences against the state, Treason and offences under the Defence Act;
- Firearms, Explosives and Offensive Weapons offences;
- Terrorist and Organised Crime offences;
- All sexual and child pornography offences;
- Child neglect and all other offences against children;
- All offences of cruelty against animals and breaches of animal remedy regulations;
- All offences of misuse of drugs and drug trafficking acts;
- All offences under the and fraud offences act;
- All offences under the public order act and criminal damages act in respect if anti-social behaviours;
- Liquor licensing offences for selling or providing intoxicating liquor to children and offences under the Licensing (combating Drug Abuse) act;
- Offences under the Air Transport and Navigation Act, Immigration Act, Maritime Safety Act, Railways Act;
- Murder; manslaughter;
- Abduction, Kidnapping, Hostage Taking, Hi-jacking, False Imprisonment, Robbery, Torture, Endangerment, Harassment, Coercion, Assault, Assault, Incitement to Hatred, Human Trafficking and any other offences against the person;
- Customs and Excise, Revenue, Social Welfare, Health and Safety, Environmental Protection and Waste Management offences;
- The following Road Traffic offences;
  - Driving while intoxicated offences under the following sections of the RTA Sections 12, 13, 14, 15, 49 and 50;
  - Dangerous Driving/Dangerous Driving Causing Death/Careless Driving under section 53 and 52 of the RTA;
  - Hit and Run Offences under section 106 of the RTA;
  - Unauthorised taking and unauthorised interference with vehicle under section 112 and 113 of the RTA;
  - Use of vehicles in commission of a crime;
  - No insurance.
- Any offence of a similar nature or gravity to the above which is already enacted or which may be enacted in the future;
Appendix 3(a) – Instruction on the completion of a Garda Vetting Form

IMPORTANT NOTE TO APPLICANT
By completing and signing the Garda Vetting Form, the Applicant is granting permission to NUI Galway to process details of any prosecutions/convictions for the purpose of assessing the candidate’s suitability for the course for which they have applied and the completion of work placements associated with the course.
Note: details of convictions will be shared with the relevant staff in organisations where applicants are placed.
Completion of this form is a requirement for designated courses.

PROCEDURE FOR COMPLETION OF GARDA VETTING FORM
NUI Galway offers a number of educational and training programmes that require students to undertake placements, with external agencies, which will bring them into contact with the public and assume positions of trust. To ensure the protection of the public, and justify public trust and confidence, the University is committed to ensuring that only suitable candidates are allowed to undertake these programmes.

PLEASE READ THIS LEAFLET CAREFULLY BEFORE COMPLETING YOUR GARDA VETTING FORM
It is imperative that no false information is furnished and that you complete the attached Garda Vetting form fully and correctly. Failure to do so may result in you not being allowed to undertake your practice placement. Your completed form will be forwarded to the Garda Central Vetting Unit via the Admissions Office.
N.B. Forms stamped by your Local Garda Station or forms forwarded by candidates personally to the Garda Central vetting Unit WILL NOT BE ACCEPTED.

<table>
<thead>
<tr>
<th>Section of form</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
<td>Insert your current surname</td>
</tr>
<tr>
<td>Previous Name:</td>
<td>Insert any previous surname here (e.g. maiden name)</td>
</tr>
<tr>
<td>Forename:</td>
<td>Insert your forename / first name(s) as on Birth Cert/Passport</td>
</tr>
<tr>
<td>Alias:</td>
<td>If you are known by any name other than that / those on your birth certificate, please insert here (e.g. Michael Junior, Bridget/Driána, Sean/Eoin/John)</td>
</tr>
<tr>
<td>Date of birth:</td>
<td>Insert your date of birth (day/month/year)</td>
</tr>
<tr>
<td>City or town of birth:</td>
<td>Insert the name of the city or town that you were born in (e.g. Galway City)</td>
</tr>
<tr>
<td>Have you ever changed your name?:</td>
<td>If yes, tick ‘yes’ box, if no, tick ‘no’ box</td>
</tr>
<tr>
<td>If yes, please state former name:</td>
<td>Insert any previous names if applicable (e.g. in the event that you were married on more than one occasion or that you have changed your name by deed poll etc.)</td>
</tr>
<tr>
<td>Please state ALL addresses from year of birth to present date:</td>
<td>Insert house numbers where applicable, otherwise insert N/A. Insert name of suburb within a city. You must also insert the years that you resided at these addresses ‘Year From’ and ‘Year To’; do not insert a dash here. Please ensure that there is not a period of time unaccounted for (e.g. 1985 – 1987 and 1987 – 1992). These will be checked and if there is any time unaccounted for, the form will be returned to you</td>
</tr>
<tr>
<td>Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?:</td>
<td>If no, tick ‘no’ box. If yes, tick ‘yes’ box and then please provide the details of conviction(s).</td>
</tr>
<tr>
<td>Declaration:</td>
<td>Please read this declaration carefully, sign and date it, and also print your name in block capitals underneath the signature. (BLOCK CAPITALS)</td>
</tr>
</tbody>
</table>
Appendix 3(b) – Instruction on the completion of a Garda Vetting Form

An Garda Síochána
GARDA VETTING APPLICATION FORM

NOTE TO APPLICANT

➢ The Application Form must be completed in full using BLOCK CAPITALS
(Please state N/A if details are not applicable)
➢ Writing must be clear and legible
➢ Return the completed form to Garda Vetting Section, Postgraduate Admissions Office,
Aras U1 Charhail, NUI Galway
➢ Do not send this form to The Garda Central Vetting Unit or to any Garda Station

To be completed by the Applicant

SURNAME: PREVIOUS NAME (if any):
FORENAME: ALIAS:
DATE OF BIRTH: (dd/mm/yy) PLACE/CITY OF ORIGIN:
HAVE YOU EVER CHANGED YOUR NAME? Yes No
IF YES PLEASE STATE FORMER NAME:

Please state all addresses from year of birth to present date

<table>
<thead>
<tr>
<th>House No.</th>
<th>Street</th>
<th>Town</th>
<th>County</th>
<th>Post Code</th>
<th>Country</th>
<th>Year From</th>
<th>Year To</th>
</tr>
</thead>
</table>

Please Continue Overleaf
Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?

No ☐ Yes ☐ Please provide details

<table>
<thead>
<tr>
<th>DATE</th>
<th>COURT</th>
<th>OFFENCE</th>
<th>COURT OUTCOME</th>
</tr>
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</tr>
</tbody>
</table>

DECLARATION OF APPLICANT

I, the undersigned, who have applied for a position as a student hereby authorise An Garda Síochána to furnish to National University of Ireland, Galway a statement that there are no convictions against me in the Republic of Ireland or elsewhere, or a statement of convictions and/or prosecutions, successful or not pending or completed, in the State or elsewhere as the case may be, subject to the administrative filter implemented by the Minister for Justice and Equality on 31st March 2014.

Signature of Applicant: ______________________ Date: ____________

Print Name: ___________________________

Course Accepted: __________________________ PAC/NUIG ID No: __________________________

To be completed by National University of Ireland, Galway

Authorised Signatory: __________________________ Date: ____________

PLEASE PRINT ALSO (Stephen O’Dea, Admissions Officer, NUI Galway)

To be completed by the Garda Central Vetting Unit

Checks were carried out by this office in accordance with current Garda Vetting policy and based on the information supplied in this application form. The results are as indicated below:

No convictions ☐

Convictions ☐

Prosecutions pending ☐

NOTE: Checks were carried out at this office based on the information supplied. The convictions may apply to the subject of your enquiry. Please verify information disclosed with the applicant.

Signed: ___________________________ Member I/C __________________________

G.C.V.U.
Appendix 3(c) - Under 18 Parent/Guardian Consent Form

GARDA VETTING
PARENT/GUARDIAN CONSENT FORM

I, ___________________________ (name)
of ___________________________
_____________________________
_____________________________
_____________________________
(address)

being the
Father/Mother/Guardian

of

Name of Applicant for Garda Vetting

Date of birth of applicant ___________________________

I hereby consent for An Garda Síochána to conduct Garda Vetting in respect of the
above named applicant and to furnish the relevant organisation for Garda Vetting,
as indicated in the attached Garda Vetting application form, a statement that there are
no convictions recorded against him/her in the Republic of Ireland or elsewhere, or a
statement of all convictions and/or prosecutions, successful or not, pending or completed,
in the State or elsewhere as the case may be, subject to the administrative filter
implemented by the Minister for Justice and Equality on 24 March 2011.

Signed: ___________________________

Date: ___________________________
## Appendix 4 - Sample of National Vetting Bureau/Garda Central Vetting Bureau Batch Header Form

### Admissions Office, NUI, Galway, University Road, Galway

<table>
<thead>
<tr>
<th>Ref No.</th>
<th>First Name</th>
<th>Surname</th>
<th>Previous Name</th>
<th>D.O.B</th>
<th>Add 1</th>
<th>Add 2</th>
<th>Add 3</th>
<th>County</th>
<th>Course Code</th>
</tr>
</thead>
</table>

I, understand being an authorised signatory on behalf of NUI Galway, hereby declare that the above named Persons are bona fide students/applicants for employment with the Organisation and that they have given written permission to me to receive on behalf of NUI Galway, any information that may be disclosed by an Garda Síochána concerning them pursuant to this application.

**Authorised Signatory:**

_______________________________

Reg. No: ____

**Admission Officer**

**Contact Telephone:** _____

Date DD/MM/YYYY
Appendix 5 - Consent Letter for the Authorised Signatory to request additional information

CONFIDENTIAL

Dear Superintendent,

Garda Vetting: Joseph Murray (12345678) – BA Social Care

I authorise the NUI Galway Authorised Signatory for seek additional verification from the Garda Vetting Bureau on my behalf.

__________________
Signature of applicant
Appendix 6 – Template Letter to Placement Agency for Students deemed appropriate for Placement

Placement Agency
Date

Dear Placement Coordinator,

**Garda Vetting: Student (12345678) – BA Social Care**

Thank you for agreeing to provide a placement for the above named student.

In line with the Children and Vulnerable Persons Act 2012 and NUI Galway’s Garda Vetting Policy, students on specific programmes are required to complete a Garda Vetting process as part of their registration as a student of NUI Galway, including the above named course.

We can confirm that this student has been subject to NUI Galway’s Garda Vetting Process and has been deemed appropriate for placement.

Yours Sincerely

_________________________
Head of School
Appendix 7 - Student Declaration Permitting Garda Vetting Disclosures to be Shared with Relevant Placement Agency

I, the undersigned, hereby authorise all convictions disclosed from the Garda Vetting process to be made available to the appropriate personnel in my work placement.

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
</tr>
<tr>
<td>Course</td>
</tr>
</tbody>
</table>

Signed: _____________________________

Dated: _____________________________
Dear Placement Coordinator,

**Garda Vetting: Student (12345678) – BA Social Care**

Thank you for agreeing to provide a placement for the above named student.

In line with the Children and Vulnerable Persons Act 2012 and NUI Galway’s Garda Vetting Policy, students on specific programmes are required to complete a Garda Vetting process as part of their registration as a student of NUI Galway, including the above named course.

In the case of the above named student, the Garda Central Vetting Unit has returned the information outlined below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Offence</th>
<th>Location</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>25/06/1996</td>
<td>Larceny</td>
<td>Cork City</td>
<td>€100</td>
</tr>
</tbody>
</table>

We can confirm that this student has been subject to NUI Galway’s Garda Vetting Process and, taking into account all relevant circumstances including the information above, it is the University’s judgement that the student is a suitable student for the Bachelor of Social Studies programme and has been deemed appropriate for placement.

This information is provided in accordance with University policy and in strictest confidence and should not be disclosed to any third party, save the entity with which Applicant to be placed, or within your organisation other than
Appendix 9 - Determining which programmes require Garda Vetting

Students, who will have unsupervised access to children and/or vulnerable adults as part of an NUI Galway programme need to be Garda Vetted.

The Garda Vetting requirement must be considered during programme development by the programme director or coordinator.

A decision regarding the need for Garda Vetting, should be included in the programme documentation provided to the School Board, College Office and Academic Council Standing Committee as part of the programme approval process and must be communicated to the designated Garda Vetting co-ordinator in the Admission Office by the relevant College Office once the programme has been approved by Academic Council.

All sources of information (prospectus/website/programme marketing material) relating to programmes requiring Garda Vetting must clearly state that Garda Vetting is a requirement for admission to the programme.

Similar procedures will apply to existing programmes which are being amended such that students of the programme will have unsupervised access to children and/or vulnerable adults.

There may be cases where a small number of students from certain programmes will be attending placements which will have unsupervised access to children and/or vulnerable adults.

In such situation, only the students attending such placements will need to be vetted.