



Guidance on Recruitment / Gardai Vetting within PCI

CONTENTS

- 1.1 Recruitment Flow Chart
- 1.2 Relevant Work
- 1.3 List of Roles Eligible for a Vetting Disclosure
- 1.4 List of Roles NOT Eligible for a Vetting Disclosure
- 1.5 Guidelines for completing Vetting application form NVB1

Link to PCI Safeguarding website [Safeguarding for Republic of Ireland | Presbyterian Church Ireland](#)

1.1 Recruitment Flow Chart

Application Form	Appointment process, the new leader / helper form can be found on the PCI website.
Interview	Interview to be carried out by Organisation lead and DLP, Elder or appointed person. Example interview questions can be found on the PCI website.
References	References to be provided by the applicant and obtained by interview panel. Reference request form can be found on the PCI website.
Criminal records check and confirmation	A Gardai Vetting application must be completed (where applicable) and a confirmation email MUST be received from the Safeguarding Department to the appropriate person for example the Designated Liaison Person, Minister, Church Administrator, Clerk of Session. Please note the Recruitment Process must be completed first, followed by the paper NVB1 application form. Page 1 & 2 (NVB3 under 18s) completed by the applicant, page 3 & 4 completed by DLP/Minister/Kirk Session or Person in Authority. The NVB1 application form can be found on the PCI website.
Kirk Session final approval and appointment	The Kirk Session MUST satisfy themselves that the interview, references and Gardai Vet has been completed in order to move to the next step.
Training for role	Once interview and Gardai Vet have been completed, the Designated Liaison Person should ensure that the applicant attends and completes safeguarding training at the earliest opportunity preferably before they start their role.
Commence role	Once the applicant has successfully gone through the appointment process, they may take up the role.



1.2 Relevant Work

Any work or activities, carried out by a person, a necessary and regular part of which consists mainly of the person having access to or contact with children or vulnerable persons.

Details of relevant work or activities are outlined in part 1 and 2 of Schedule 1 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

1.3 List of Roles Eligible for a Vetting Disclosure

The role being applied for must be clearly stated. Generic terms such as **“Volunteer”** will not suffice. Below are a few examples of acceptable terminology used for roles:

- Sunday School Leader supervising children aged 4 to 17 and promoting religious beliefs
- Volunteer Counsellor working with adults at risk over the age of 18
- Creche Helper supervising and caring for children aged 0 to 4 years
- Youth Helper supervising children on a regular basis aged 0 to 17 and promoting religious beliefs
- Minister supervising children of all ages and vulnerable adults on a regular basis and promoting religious beliefs
- Holiday Bible Club and Children’s Church Leader supervising children aged 4 to 17 and promoting religious beliefs
- Pastoral Care Volunteer visiting adults at risk on a regular basis and provision of counselling
- Pastoral Care Volunteer supervising children of all ages and promoting religious beliefs

Details of relevant work or activities are outlined in part 1 and 2 of Schedule 1 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

1.4 List of Roles NOT Eligible for a Vetting Disclosure

- ✱ Tea and Coffee Server
- ✱ Security Person
- ✱ Car Park Attendant
- ✱ Audio visual – unless an official group set up to teach children



1.5 Guidelines for completing Vetting application form NVB1

The old NVB2 and 100 point system are no longer used.

Miscellaneous

The Form should be completed in ball point pen.

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 be issued 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.

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. Distinguish between numbers and letters ie. **Ø versus O / capital L versus lower case l / i versus capital I**

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.

Retention of Documents

It is the responsibility of the DLP or appropriate person to retain a copy of NVB1 forms and recruitment process forms for all vetted applicants for the duration of their post. Inactive Individuals: Data destroyed within 12 months of departure.

Purpose of Retention: Prevent, detect and investigate offences under the Act. Enable the GNVB to perform its functions. Ensure compliance with the vetting process. Assist in investigating breaches.

Retention Periods: The retention periods are what is required by the Garda National Vetting Bureau, other oversight or government bodies may require you to retain documents longer.