

# Scripture Union Garda Vetting and Volunteer Application Process

Firstly, all Scripture Union volunteers are required to complete an online application form giving details about themselves and their faith journey. Each applicant must also provide details of two referees and be Garda Vetted by Scripture Union. All volunteers are also required to do some relevant training or courses.

## References:

Each applicant must provide details of two current/recent referees, at least one of whom can comment on their faith journey. A standard Scripture Union template reference is sent by email to each referee to complete. Scripture Union reserves the right to request further references at their discretion.

## The Garda Vetting Process:

Garda Vetting is a vital part of the application process. It is a two-stage process.

### Stage 1

- ◇ Each applicant must firstly complete an NVB1 Garda Vetting application form.
- ◇ This form is available to be downloaded and printed from our website or else can be emailed directly to the applicant.
- ◇ Detailed guidelines are issued with the NVB 1 form.
- ◇ Applicants fill in the form by hand and post it back to the Scripture Union Vetting Officer.
- ◇ Applicants must also include photocopies of documents which verify their identity and provide proof of their current address. (Each document is awarded a score by the Vetting Bureau and the documents provided must total at least 100 points collectively for the form to be advanced to the next stage.)
- ◇ Applicants who are Under 18 must provide the completed NVB 1 form and their parent or guardian must complete an NVB 3 form, giving their consent for the Garda Vetting to take place. The NVB 3 form is available on our website or can be emailed to the applicant.
- ◇ People aged under 16 cannot be Garda Vetted.
- ◇ The date of consent provided by an applicant on an NVB 1 form has a lifespan of six months.

### Stage 2

- ◇ Scripture Union staff receive the NVB 1, identity verification, proof of address (and NVB 3 form if required) in the post, the rest of the process is online through the National Youth Council portal.
- ◇ The National Youth Council process the applicant's details and they get sent on to the Garda Vetting Bureau.
- ◇ The Garda Vetting Bureau will issue an email with a link to the applicant with a detailed online form to be completed, including all the addresses they have lived at since they were born. This online form expires after 30 days and the process must begin again if the online form is not completed.
- ◇ The Garda Vetting Bureau will then issue a disclosure to the National Youth Council who pass it onto Scripture Union. The applicant also receives an email that informs them a disclosure has been made.

- ◇ Please note that it can take up to six weeks, from the date of the application being processed, for the Garda Vetting Disclosure to be issued.

**Volunteers from outside of the Republic of Ireland and Northern Ireland:**

Scripture Union requires applicants residing outside of the Republic of Ireland or Northern Ireland to provide current police check or 'safe to work with children' check from their country of residence, in addition to the regular Garda Vetting process.

**Volunteers living in the Republic of Ireland or Northern Ireland for under 2 years:**

Scripture Union reserves the right to ask applicants residing in the Republic of Ireland or Northern Ireland for under two years for evidence of background checks or 'safe to work with children' checks from previous countries of residence, in addition to the regular Garda Vetting process.

**Expiry of Garda Vetting:**

Garda Vetting will expire after three years and Scripture Union requires all volunteers to repeat the Garda vetting process to continue volunteering at Scripture Union events.

**Garda Vetting Forms:**

NVB1 and NVB3 Garda Vetting Invitation Forms, along with guidelines, are available to download from the Scripture Union website [www.scriptureunion.ie](http://www.scriptureunion.ie) or can be requested from [vetting@scriptureunion.ie](mailto:vetting@scriptureunion.ie)