

Kilkenny and Carlow Education and Training Board

# Vetting for KCETB Contractors

Document reference number: Version 2



**kcetb**

Bord Oideachais agus Oiliúna  
Chill Chainnigh agus Cheatharlach  
*Kilkenny and Carlow  
Education and Training Board*

# Contractor Vetting Policy

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## Scope:

**This policy applies to all persons contracted to provide services and activities to Kilkenny and Carlow ETB which involves access to and/or interaction with children or vulnerable persons.**

## General

Persons who are contracted to provide services to Kilkenny and Carlow ETB (hereinafter referred as KCETB), or its Affiliated Organisations must be vetted in accordance with the KCETB Vetting Policy which is underpinned by the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Any work or activity which is 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 will require the person to be vetted in accordance with the above Act and in accordance with procedures as prescribed by the National Vetting Bureau.

While the “Act” does not apply to a person who assists on an occasional basis other than where such assistance includes the coaching, mentoring, counselling, teaching or training of children or vulnerable person, the reality is that KCETB must assess and determine if persons/organisations contracted by KCETB require vetting.

Where a contractor will have a number of people on a site, the contractor will be required to submit a full list of staff (including sub-contractors, if relevant) and the requirement for such staff to undergo vetting will form part of the procurement and contract process. As vetting is on an individual basis, should issues arise with an individual, the contractor will be required to nominate an alternative person if required.

In certain circumstances where the same individuals and/or contractors are used on a regular basis for work of short duration, such services must be assessed if the vetting process is required. It is the responsibility of the Principal / Manager to ensure that all contractors are vetted and that a list of appropriately vetted contractors is maintained in respect of each project and / or ongoing engagement.

## Definitions

What is the definition of a child?

**For the purpose of garda vetting**, the definition of a child is a person under the age 18 years.

What is the definition of a vulnerable person?

A vulnerable person means a person, other than a child, who is suffering from a disorder of the mind, whether as a result of mental illness or dementia, has an intellectual disability, is suffering from a physical impairment, whether as a result of injury, illness or age, or has a physical disability, which is of such a nature or degree as to restrict the capacity of the person to guard himself or herself against harm by another person, or that results in the person requiring assistance with eh activities of daily living including dressing, eating, walking, washing or bathing.

## Vetting Structures – Points of Contact

In accordance with the “Act”, KCETB has a number of persons nominated as “Liaison Person” (LP). This replaces the previous nomenclature of Authorised Person. The purpose of the LP is to have a finite number of people dealing with the vetting process as well as to maintain the integrity of the operations between organisations and the Vetting Bureau. This will reduce unnecessary duplication and provide a cleaner operating system to manage the long term process.

The “Act” also provides for the establishment of “Clerk Users” (CU) whose purpose is to assist in the administration of the vetting process, to support the Liaison Person, act as point of contact and to validate identity of applicants. KCETB will have a number of Clerk Users identified.

KCETB will also in certain College/Centres have a person designated as a Nominated Person. The purpose of such a role is to assist in the validation of identity process and to ensure appropriate records are kept on file in the College/Centre on behalf of the organisation. There may be more than one Nominated Person per location which may include Principal, Deputy Principal and/or administration staff.

The Liaison Person, Clerk Users or a Nominated Person shall validate proof of identity and proof of current address by viewing, copying the original and signing the photocopy that they are confirming that they have had sight of the original. The Principal/Manager will then forward the completed vetting form with signed photocopies of proof of identity to the Liaison Person.

## Validation Procedure

Validating the identity of a person for vetting is a requirement under the “Act”. Such validation will require the person for vetting to submit with their vetting form the following documentation;

- Passport or Driving Licence (new credit card format) or Irish Public Services Card  
And
- Payslip (with home address) or recent utility bill (mobile phones bills not acceptable) or Bank / Credit Union statement (with current address dated within last 6 months)

As recommended by the National Vetting Bureau, the 100 point personal identification system is utilised, if a person is not in a position to provide one of the above documents outlined above. In such instances the Designated Person shall use the 100 point checklist to ensure that alternative documentation is submitted which total the 100 points (**See Appendix 2**).

## Application for Vetting Disclosure

### Application Process e-Vetting

- Applicants must present in person the signed hard copy of the completed Vetting Form, including proof of identity and proof of current address as specified above, to the Principal / Manager on site or KCETB Manager of the project.
- The Principal / Manager will check that all forms are filled in correctly, photocopy and notarise copies that they have had sight of the original documentation, will on the **top**

**right hand corner of the form in the section “Your ref” include the name of the College in abbreviated format (capital letters of the full name) and the batch reference (if applicable).**

- On completion of the above the Clerk User or the Nominated Person will forward vetting forms, copy of proof of identity, copy of proof of current address and the signed 100 point checklist to the LP in KCETB Human Resources Department for processing.
- The relevant CU/LP will validate data, authorise and input the information from the hard copy form in to the e-Vetting system in order for an invitation to issue to the applicant.
- Applicants will receive a link via the email address supplied to complete the vetting process on line.
- This must be completed as soon as possible as the invitation is time sensitive and has an expiry date.
- Failure of contractors to ensure that hard copy forms are submitted by all employees and subcontractors within a defined period may result in the offer of contract being withdrawn and the next contractor on the panel will be offered the contract.
- The vetting disclosure document (**clarification on content in Appendix 1**), is made available to the LP in electronic format through the system.
- Disclosure documents will be downloaded and saved electronically to an electronic folder.
- KCETB will assess the disclosure in accordance with the guidelines contained under assessment.
- On completion of the assessment a hard copy will be forwarded to Corporate Services for retention in their contractor files.
- Where required relevant KCETB Managers will be advised of the assessment outcome.
- Contractors will be informed of the names of their staff allowed on KCETB sites, they will not be informed of the content of disclosures.
- It is the responsibility of the Principal/Manager to check on a regular basis that all contractors on site have the appropriate vetting and sanction from KCETB to be on site.

## KCETB Assessment Process

- All the information disclosed by the Bureau will be considered when assessing the suitability of the person who is the subject of the disclosure to do relevant work or activities.
- Contractors will not be allowed to commence relevant work or activities on behalf of the organisation until the assessment has been completed. Where satisfactory vetting has not been obtained the contract may be withdrawn immediately from the contractor or the contractor may be advised to submit an alternative person to undertake the contracted work.
- Satisfactory vetting will be determined by KCETB and decisions are final

In assessing the contents of a disclosure document in respect of Criminal Records and/or Specified Information the following will be applied;

A. No Convictions Recorded

Where nil convictions are recorded the offer of employment will be confirmed (subject to all other conditions associated with the offer being met).

B. Criminal Record

A criminal record in relation to a person, means –

- a) A record of the person’s convictions, whether within or outside the State, for any

criminal offences, together with any ancillary or consequential orders made pursuant to the convictions concerned, and/or

- b) A record of any prosecutions pending against the person, whether within or outside the State, for any criminal offence.

1) Motoring Offence:

Generally, even when disclosed motoring offences will have no relevance for appointment to post and/or services except where the person is being considered for a post / service that will require them to have hold a clean driving licence. In such circumstances automatic exclusion for appointment to post and/or services will apply

2) Minor Public Order Offences:

The following convictions under the Criminal Justice (Public Order) Act 1994 :

- Section 4 (Intoxication),
- Section 5 (Disorderly conduct),
- Section 6 (Threatening, abusive or insulting behaviour),
- Section 7 (Distribution or display of material which is offensive),
- Section 8 (Failure to comply with direction of Garda),
- Section 9 (Wilful obstruction).

Any disclosure which contains a criminal record, in respect of Minor Public Order Offences will be considered by the Manager in Charge of Vetting and a Director of Services having regard to the post / services for which the person has applied. The decision makers will discuss the potential risk of the offence and may decide to meet with the individual to seek additional information. Once the decision makers are satisfied that they have all relevant information a decision will be made and communicated as to whether the person is permitted access to a KCETB site.

C. Specified Information

Specified information in relation to a person who is the subject of an application for vetting disclosure means information concerning a finding or allegation of harm to another person that is received by the Bureau from –

- The Garda Síochána pursuant to an investigation of an offence or pursuant to any other function conferred on the Garda Síochána by or under any enactment or the common law
- or
- a scheduled organisation pursuant to Section 19 of the Act

In respect of the person and which is of such a nature as to reasonably give rise to a bona fide concern that the person may –

1. harm any child or vulnerable person,
2. cause any child or vulnerable person to be harmed,
3. put any child or vulnerable person at risk of harm,
4. attempt to harm any child or vulnerable person, or
5. Incite another person to harm any child or vulnerable person.

Specified information disclosure will mean automatic exclusion for appointment to post

and/or services given the basis in which specified information is imparted by the National Vetting Bureau and that the individual is given a right of appeal to the Chief Bureau Officer.

## Data Protection

All information received by KCETB in respect of vetting shall not be used by, or disclosed for any other purpose than assessment of suitability for appointment and / or services.

All records will be kept in accordance with KCETB Data Protection Policy and Records Retention Schedules. Contractor's records relating to Vetting will be kept for the period of the contract in respect of specific projects including up to the sign off at the end of the defects period, when the retention (final) payment is made to the contractor or for a period not exceeding 4 years in instances where it is identified that the services are required on a regular basis (i.e. small maintenance works).

## APPENDIX 1 – Clarification of disclosure document content and appeal process regarding Specified Information.

### **Vetting Disclosure Document**

A vetting disclosure document shall in respect of the person who is the subject of the application for vetting disclosure include –

- Particulars of the criminal activity (if any) relating to the person, and a statement of the specified information (if any) relating to the person which the Chief Bureau Officer has determined should be disclosed in accordance with the “Act”.  
or
- State that there is no criminal record or specified information in relation to the person.

### **Criminal Record**

A criminal record in relation to a person, means –

- a) A record of the person’s convictions, whether within or outside the State, for any criminal offences, together with any ancillary or consequential orders made pursuant to the convictions concerned, and/or
- b) A record of any prosecutions pending against the person, whether within or outside the State, for any criminal offence.

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1. harm any child or vulnerable person,
2. cause any child or vulnerable person to be harmed,
3. put any child or vulnerable person at risk of harm,
4. attempt to harm any child or vulnerable person, or
5. incite another person to harm any child or vulnerable person.

### **Assessment of Specified Information**

The decision to disclose specified information requires the Chief Bureau Office to believe that the information in question is of such a nature as to give rise to a bona fide concern that the vetting subject may harm attempt to harm or put at risk of harm of harm a child or vulnerable person. The Chief Bureau Officer must also be satisfied that the disclosure is necessary, proportionate and reasonable in the circumstance in order to protect children or vulnerable persons.



The vetting subject shall be informed in writing by the Chief Bureau Officer of his/her intention to disclose specified information and shall furnish him or her with a summary of the specified information. The vetting subject shall also be informed that they may make a written submission in relation to the specified information concerned.

A person who is aggrieved by the determination of the Chief Bureau Officer may, no later than 14 days after the date of notification of the determination is sent to the person, appeal to an Appeals Officer against the determination.

The Appeals Officer may, in determining an appeal –

- Affirm, in whole or part, the determination of the Chief Bureau Officer, or
- Set aside the determination of the Chief Bureau Officer in whole or part and replace it with such other decision as the Appeals Officer considers appropriate.

An Appeals Officer shall inform the appellant and the Chief Bureau Officer in writing of his/her determination of an appeal and the reasons for it. A party to an appeal may appeal to the High Court on a point of law and such an appeal shall be final and conclusive.

## APPENDIX 2 – 100 Points Checklist



### The 100 Points Checklist

Kilkenny and Carlow ETB utilises the 100 point personal identification system to meet Identity Validation Requirements. All applicants are required to provide documents to validate their identity and current address. Photographic ID must include name and date of birth. Current Address must be dated within the last 6 months. The name on the photo ID must match the name on the proof of address. The combined score must be 100 or greater.

**Each applicant must provide at least ONE document in EACH of the two categories listed.**

<b>Name of Applicant:</b>		<b>Date of Birth:</b>	
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<b>Name of School/Centre currently attending:</b>	
<b>STAFF: Role being vetted for (e.g. teacher, caretaker, etc.)</b>	
<b>STUDENT/TRAINEE – Name of Course being attended</b>	

Category 1: Identification - Photo ID in your <b>current name</b> (at least one of the following required)	Score	Tick
• Irish driving licence or learner permit (new credit card format)	80	
• Passport (from country of citizenship)	70	
• Irish certificate of naturalisation with photo	50	
• Garda National Immigration Bureau (GNIB) card	50	
• National Identity Card for EU/EEA/Swiss citizens	50	
• Irish driving licence or learner permit (old paper format)	40	
• National Age Card (issued by an Garda Síochána)	25	

Category 2: Proof of Current Address (at least one of the following required). <b>All documents must be dated within the last SIX months. Name on photo ID must match the name on proof of address.</b>		
• Utility bill e.g. gas, electricity, television, broadband. Printed online bills are acceptable. • <b>(Mobile phone bills are not acceptable)</b>	35	
• Bank/Building Society/Credit Union Statement	35	
• Letter from Employer / Payslip confirming name and address	35	
• Summary of Pay & Tax Details from MyRevenue.ie (with home address)	35	
• Correspondence from an educational institution (other than KCETB Schools/Centres)/SUSI/CAO	20	
• Correspondence from an insurance company regarding an active policy (Home Insurance)	20	
• Correspondence from a bank/credit union or government body or state agency	20	

Children between 16 and 18 years (any one of the following)		
• Birth Certificate	100	
• Passport	100	
• Written statement by the Principal confirming attendance at educational institution on a letter head of that institution	100	

Recent arrival in Ireland (less than 6 weeks)		
• Passport	100	

Vetting Subject is unable to achieve 100 points **		
• Affidavit witnessed by a Commissioner for Oaths	100	
<b>Total Points</b>		

<b>Proof of 100 Point Check Verified by:</b> <i>(HR/Principal/Head of Centre/Course Co-ordinator)</i>	
<b>Date Verified:</b>	

KCETB POLICY NAME
Vetting for KCETB Contractors

POLICY CONTROL SHEET			
Document reference number	HHR31	Document initiated/drafted by	Human Resources
Document reviewed by	Christine McGrath	Date of revision	16.01.2025
Policy approved by	CE-OSD Management Team	Date of approval by CE-OSD	20.01.2025
Policy Approved by	EMT	Date of approval by EMT	10.02.2025
Policy noted by ETB Board	18.02.2025	Date of ETB Board meeting	18.02.2025
Date document implemented	18.02.2025	Responsibility for implementation/review	Human Resources
Assigned review period	Annually	Next review date	15.01.2026
Date original policy document implemented (if applicable)	21 September 2021	Date of withdrawal of obsolete document	
AMENDMENT HISTORY			
Date	Version	Details of amendment	
21 September 2021	Version 1		
January 2025	Version 2	Updated the 100 points checklist	