

Maynooth University Policy for Vetting Students (updated October 2016)

National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016

The Act (commenced 29th April 2016) provides a legislative basis for the mandatory vetting of persons who wish to undertake certain work or activities relating to children or vulnerable persons or to provide certain services to children or vulnerable persons.

For relevant programmes of study, Maynooth University requires students to be vetted by the National Vetting Bureau of An Garda Síochána before they fully complete their registration as a student of the University. Vetting is required for students on the following Maynooth University programmes (this list is subject to review):

Undergraduate Programmes

MH116 Community and Youth Work (full-time)
MH802 Community and Youth Work (part-time)
MH212 Science / Mathematics (with Education)
MH001 Bachelor of Education
MH002 Bachelor of Education (Gaeltacht Option)
MH801 Early Childhood - Teaching and Learning

Postgraduate Programmes

Higher Diploma in Further Education
Professional Master of Education (PME) (Primary Teaching)
Professional Master of Education (PME) (Secondary Teaching)
MA Community and Youth Work
MA Drama Therapy
Ph.D. or other research programme (where Vetting is relevant)

E-Vetting Process for Vetting Students

The following sections describe the details of the various stages that are involved in the Vetting process.

Stage 1:

Vetting Invitation Form:

Applicants who have been provisionally offered, and have accepted a place on the programme are sent a Vetting Invitation Form (with instructions for completing the form) by the relevant academic department at Maynooth University. Applicants are requested to prepare to bring particular forms of identification to their academic department for validation and get their address verified.

The Academic Department must verify the identity of each student in person using a '100 point' system (see appendix) and must take a photocopy of the ID.

The Academic Department must verify the current address of each student. The address the student gives on the Vetting Invitation Form must match an address on the student records system (visible to the department either through ITS or Workbench). If this address does not correspond, the student must produce a utility bill in their name with corresponding address, or a letter from a landlord confirming their address.

The Academic Department completes an E-Vetting Batch Sheet and ticks to confirm that all identities have been verified and the batch is then forwarded to the Admissions Office with the application forms.

Stage 2:

Online Process:

The Admissions Office inputs the initial information on the student into the E-Vetting database.

Students will receive an email from the National Vetting Bureau (to the email address the student indicates on their original Vetting Invitation Form). This email will have a link to the E-Vetting application. This link will expire after 30 days. Students complete the Application Form online. Address information and biographical information will be required as well as any information relating to any convictions. The Admissions Office reviews this information online and submits the application to the NVB.

Stage 3:

Students complete provisional registration during the registration process.

They acknowledge at registration that their registration process is not complete until they have satisfied Vetting requirements for the programme.

Stage 4:

Completion of NVB section of the form:

The NVB responds to the vetting request by returning a disclosure for each person vetted, to the Admissions Office. Specified Information may also be provided by the National Vetting Bureau. This is Information that is considered to give rise to **a bona fide concern** that the vetting subject may harm, attempt to harm or put at risk a child or vulnerable person or both. The National Vetting Bureau will contact the student in advance, if this information is to be provided. The student will have an opportunity to appeal the decision to release this information before it is released to the University's Authorised Liaison Person.

Stage 5:

Confirmation of NVB response by Maynooth University Authorised Liaison Person:

Where the disclosure supplied by the NVB is consistent with information provided by the student and where this information does not give rise to any concern, the Admissions Office will email the disclosure to the relevant student. This disclosure can then be used by the student where necessary.

Where the disclosure supplied by the NVB is inconsistent with information provided by the student, the Maynooth University Authorised Liaison Person will meet with the student to clarify if the information supplied by the NVB is correct. If the student does not agree that the information supplied by the NVB is correct, the Authorised Liaison Person will request the NVB to review their information and confirm or change their initial response.

Stage 6:

Evaluation of information:

Once the information has been confirmed, it is then reviewed by the relevant Head of Department, Programme Coordinator and Maynooth University Authorised Liaison Person and classified as follows:

1. No previous convictions recorded
2. Minor Offence

3. Serious Offence
4. Very Serious Offence

Thereafter the information will be dealt with by the University as outlined in Stage 7.

Stage 7:

University Response to information provided by NVB:

(a) No previous convictions recorded

The Admissions Office sends the Disclosure directly to the student by email. The names of all students where no previous convictions have been recorded are indicated to the relevant Programme Coordinator or Head of Department. Then the Head of Department sends confirmation of this information to the placement agency if a request is received from them.

(b) Minor Offence

With regard to 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 University response is different depending on whether or not the student openly disclosed the offence:

(i) If the offence has been disclosed, the Programme Coordinator or Head of Department may notify the student, and the placement agency if a request is received from them. The full information will be provided to the placement agency if a request is received from them.

(ii) If the offence has not been disclosed the Maynooth University Authorised Liaison Person will meet with the student to seek an explanation for the non-disclosure. If a satisfactory explanation is received the information will be provided to the placement agency by the Programme Coordinator or Head of Department. If a satisfactory explanation is not received the offence will be deemed to be a serious offence and will be dealt with as for section (c) (iii) below.

(c) Serious Offence

With regard to serious offences, i.e. offences, the nature of which could potentially indicate a risk to children or vulnerable adults, the University response will be

different depending on whether or not the student openly disclosed the offence

(iii) If the offence has been disclosed, the Maynooth University Authorised Liaison Person, Programme Coordinator and Head of Department will meet with the student to discuss the circumstances of the offence:

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 and that all placement agencies, whether or not they request the information, will be advised of the offence.

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.

(iv) If the offence has not been disclosed the Programme Coordinator and the Maynooth University Authorised Liaison Person will meet with the student. 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.

(d) Very Serious Offence

With regard to 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 Maynooth University Authorised Liaison Person, Programme Coordinator and Head of Department and advised that owing to the nature of their conviction(s) they cannot continue in that programme of study.

Following the meeting the student will be advised in writing of the University's decision. The student may, within two weeks of the date of the letter, make an appeal to the Registrar to have his/her case reviewed by an Appeal Committee on Vetting comprising of the Registrar and two members of Academic Council appointed at Academic Council.

Stage 8:

Students who have satisfactorily completed Vetting (and any other requirements of the registration process) will be deemed to be fully registered as students of Maynooth University.

Additional Documentation Requirements

An applicant who has resided outside of Ireland, including Northern Ireland, for three years or more, after the age of 18, is required to provide the following supporting documentation when submitting their Vetting application:

A recent (less than one year old) original police clearance from the jurisdiction(s) of previous residence.

Maynooth University reserves the right to seek a sworn Affidavit where a satisfactory police/criminal record disclosure is not available. Templates of the Affidavit are available for use from the Admissions Office at student.vetting@nuim.ie

For all information and queries on Maynooth University Vetting for staff members, please contact humanresources@nuim.ie

Appendix 1

Verifying Identity using 100 Point Check

To assist in the verification of identity, the 100 Point Check is recommended as a guideline. This check was developed by the Australian Police Department and was recommended for guidance purposes by An Garda Síochána in April 2016. This involves seeking documentation that leads to a full 100 point, including one with photo.

Identification	Score	Tick
Irish driving licence or learner permit (new credit card format)	80	
Irish Public Services Card	80	
Current Passport (from country of citizenship)	70	
Irish certificate of naturalisation	50	
Birth certificate	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	
Employment ID		
<ul style="list-style-type: none"> • ID card issued by employer (with name and address) 	35	
<ul style="list-style-type: none"> • ID card issued by employer (name only) 	25	
Letter from employer (within last two years)		
<ul style="list-style-type: none"> • Confirming name and address 	35	
P60, P45 or Payslip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	
Public services card/social services card/medical card	25	
<ul style="list-style-type: none"> • With photograph 	40	
Bank/Building Society/Credit Union statement	35	
Credit/debit cards/passbooks (only one per institution)	25	

National age card (issued by An Garda Siochana)	25	
Membership card		
<ul style="list-style-type: none"> • Club, union or trade, professional bodies 	25	
<ul style="list-style-type: none"> • Educational institution 	25	
Correspondence		
<ul style="list-style-type: none"> • From an educational institution/SUSI/CAO 	20	
<ul style="list-style-type: none"> • From an insurance company regarding an active policy 	20	
<ul style="list-style-type: none"> • From a bank/credit union or government body or state agency 	20	
TOTAL		

Identification	Score	Tick
Children under 18 years (any one of the following)		
<ul style="list-style-type: none"> • Birth certificate 	100	
<ul style="list-style-type: none"> • Passport 	100	
<ul style="list-style-type: none"> • Written statement by a the Principal confirming attendance at educational institution on a letter head of that institution 	100	
Recent arrival in Ireland (less than 6 weeks)		
<ul style="list-style-type: none"> • Passport 	100	
Vetting Subject is unable to achieve 100 points**		
<ul style="list-style-type: none"> • Affidavit witnessed by a Commissioner for Oaths 	100	
TOTAL		