



# Irish Judo Association



## Garda Vetting - Procedures

With new legislation being implemented in 2015, it has been necessary to review policies involving Child Protection and Garda Vetting/Access NI within clubs. The onus is being put on clubs, their coaches, volunteers and any adult member to act when any suspected report of child abuse is reported. New legislation now means that everyone is responsible for a child member or vulnerable adult of a club, even where the concerns arise outside the club and have nothing to do with the club.

The Irish Judo Association is registered with the Garda Vetting Republic of Ireland and Northern Ireland.

### Garda Vetting

New legislation on Garda Vetting means that this is no longer only required for coaches but now required for anyone who volunteers within the club.

The volunteer aspect is quite onerous on judo clubs but must be complied with. As is the practice in many clubs, senior judoka can turn up a bit early for their training and may step onto the mat to help at the end of the junior training, parents who do not practice judo may also be assisting with paperwork or administration in and around the mat, if this is the case, they **all** need to be vetted. Essentially, anyone who is considered to be a volunteer will be required to be vetted. The Club Children's Officer will be responsible for ensuring all relevant volunteers complete a Garda Vetting form based on their knowledge of their club structure.

If a club has any a rota for people to help out at the club, any person on that rota is required by law to be vetted i.e. a club may have a rota for parents to help bring junior members to competitions via carpool. Even though a parent/volunteer may appear only once on that rota, the structured nature of that volunteering system means that they fall within the new requirements of vetting.

Furthermore, vetting has to be carried out at a minimum of every three years. Any new coach/volunteer has to be vetted before taking up their duties. These new policies are not merely best practice, but they are the minimum legal requirement which needs to be met by all National Governing Bodies.

### Irish Judo Association

Irish Sport HQ, National Sports Campus, Abbotstown, Dublin D15 DY62.

Tel: 01 6251104 Web: [www.irishjudoassociation.ie](http://www.irishjudoassociation.ie)

Email: [admin@irishjudoassociation.ie](mailto:admin@irishjudoassociation.ie)

Member of the International Judo Federation, The European Judo Union,  
The Olympic Council of Ireland & Sport Ireland

The Irish Judo Association is a company limited by Guarantee. Registration No. 112335.

Directors are elected every four years, S Fleming & P Green.

V.A.T. Reg No. IE4806869B



# Irish Judo Association



With this in mind and preparing for the new requirements which are coming into force, it has been confirmed that everyone who needs vetting will be vetted regardless of when last vetted by the association. This will give the organisation as a whole a clean bill of health.

## The Vetting Process

- ✓ The applicant is asked by the Irish Judo Association to complete a Garda Vetting Form as soon as it is received.
- ✓ The form is returned to the IJA Garda Vetting. The applicant must provide at least one photo ID and a further form of identification or proof of address. The form is signed by the Authorised Signatory (appointed by the Irish Judo Association and trained by Garda Vetting Unit for the role)
- ✓ Incomplete or illegible forms will be returned by the Gardaí without being checked.
- ✓ The form cannot be emailed to the Authorised Signatory as the Garda Vetting Unit will only accept original paper applications.
- ✓ When the Authorised Signatory is satisfied with the form, the applicant's details are entered onto the Irish Judo Association's Garda Vetting Database and the form is forwarded to the Garda Vetting Unit.
- ✓ Forms are then returned to the Authorised Signatory usually within 10-12 weeks
- ✓ When the returned form contains a disclosure from the Garda Vetting Unit, the Authorised Signatory will call a meeting of the Decision Committee.

## Identity Verification

The **100 point check** is a personal identification system, this information sheet has been developed to support organisations in verifying identity including date of birth and current address of vetting subjects (those applying to be Garda Vetted) as required. When conducting Garda Vetting, organisations should require vetting subjects to present identification totalling 100 points to ensure they are checking the correct person. At least one form of photographic evidence must be gathered. Please refer to the list below to ensure the supporting ID & Address Verification documents submitted with the completed Garda Vetting Form meet with the Identity Verification:

### **Irish Judo Association**

Irish Sport HQ, National Sports Campus, Abbotstown, Dublin D15 DY62.

Tel: 01 6251104 Web: [www.irishjudoassociation.ie](http://www.irishjudoassociation.ie)

Email: [admin@irishjudoassociation.ie](mailto:admin@irishjudoassociation.ie)

Member of the International Judo Federation, The European Judo Union,  
The Olympic Council of Ireland & Sport Ireland

The Irish Judo Association is a company limited by Guarantee. Registration No. 112335.

Directors are elected every four years, S Fleming & P Green.

V.A.T. Reg No. IE4806869B



# Irish Judo Association



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

## Irish Judo Association

Irish Sport HQ, National Sports Campus, Abbotstown, Dublin D15 DY62.

Tel: 01 6251104 Web: [www.irishjudoassociation.ie](http://www.irishjudoassociation.ie)

Email: [admin@irishjudoassociation.ie](mailto:admin@irishjudoassociation.ie)

Member of the International Judo Federation, The European Judo Union,  
The Olympic Council of Ireland & Sport Ireland

The Irish Judo Association is a company limited by Guarantee. Registration No. 112335.

Directors are elected every four years, S Fleming & P Green.

V.A.T. Reg No. IE4806869B



# Irish Judo Association



<b>Credit/debit cards/passbooks</b> (only one per institution)	<b>25</b>	
<b>National age card</b> (issued by An Garda Siochana)	<b>25</b>	
<b>Membership card</b>		
• Club, union or trade, professional bodies	<b>25</b>	
• Educational institution	<b>25</b>	
<b>Correspondence</b>		
• From an educational institution/SUSI/CAO	<b>20</b>	
• From an insurance company regarding an active policy	<b>20</b>	
• From a bank/credit union or government body or state agency	<b>20</b>	
<b>Children under 16 years (any one of the following)</b>		
• Birth certificate	<b>100</b>	
• Passport	<b>100</b>	
• Written statement by a principal confirming attendance at educational institution on a letter head of that institution	<b>100</b>	
<b>Recent arrival in Ireland (less than 6 weeks)</b>		
• <b>Passport</b>	<b>100</b>	
<b>Vetting Subject is unable to achieve 100 points**</b>		
• <b>Affidavit witnessed by a Commissioner for Oaths</b>	<b>100</b>	

## Irish Judo Association

Irish Sport HQ, National Sports Campus, Abbotstown, Dublin D15 DY62.

Tel: 01 6251104 Web: [www.irishjudoassociation.ie](http://www.irishjudoassociation.ie)

Email: [admin@irishjudoassociation.ie](mailto:admin@irishjudoassociation.ie)

Member of the International Judo Federation, The European Judo Union,  
The Olympic Council of Ireland & Sport Ireland

The Irish Judo Association is a company limited by Guarantee. Registration No. 112335.

Directors are elected every four years, S Fleming & P Green.

V.A.T. Reg No. IE4806869B



# Irish Judo Association



## Re-vetting

1. All individuals will undergo re-vetting after 3 years or as determined by the Irish Judo Association as being required by future circumstances.
2. Any individual may be re-vetted if information concerning suitability to work with children or vulnerable adults comes to the attention of the Irish Judo Association.

## Completed Garda Vetting Forms

On receipt of completed application forms, applicants for Garda vetting will be entered on a separate database by the Authorised Signatory with the following information:

- ✓ Name
- ✓ Identity verification confirmation
- ✓ Date of submission to the Unit

## Information storage

All data is kept in accordance with the Data Protection Acts 1988/2003 by the Authorised Signatory on behalf of the Irish Judo Association. All information is kept in a secure cabinet at John F Martin & Co Solicitors, 28 Woodquay, Galway, Co Galway. The Authorised Signatory is the only key holder for the secure cabinet.

## Return of information

- ✓ The original application form will be returned with any disclosed information to the AS.
- ✓ Each application will be examined by the AS to determine the suitability of the applicant for the position applied for/presently in situ.

## Processing the disclosed information

- ✓ The assessment of suitability will depend on the nature of the position applied for/presently held, the self-disclosure of any prosecutions or convictions and the seriousness, timing and any possible pattern that emerges of any information disclosed.

### **Irish Judo Association**

Irish Sport HQ, National Sports Campus, Abbotstown, Dublin D15 DY62.

Tel: 01 6251104 Web: [www.irishjudoassociation.ie](http://www.irishjudoassociation.ie)

Email: [admin@irishjudoassociation.ie](mailto:admin@irishjudoassociation.ie)

Member of the International Judo Federation, The European Judo Union,  
The Olympic Council of Ireland & Sport Ireland

The Irish Judo Association is a company limited by Guarantee. Registration No. 112335.

Directors are elected every four years, S Fleming & P Green.

V.A.T. Reg No. IE4806869B



# Irish Judo Association



- ✓ The integrity of the applicant with regard to self-disclosure or lack of disclosure on the initial application form will be considered.
- ✓ On receiving information that may preclude the applicant, the original application form will be checked for each detail to ensure it is correct and that the disclosed information refers to the applicant.
- ✓ If the applicant has self-disclosed the information and this agrees with the disclosure from the vetting unit the decision must be made depending on the type and nature of the offences disclosed.
- ✓ If the applicant has not self-disclosed and information is received from the unit this requires to be checked with the applicant.

Disclosure of certain types of convictions/prosecutions will automatically preclude the applicant from a position working with children and/or vulnerable adults. Examples of offences that will automatically prohibit an applicant are:

- ✓ Any offence of a sexual nature
- ✓ Any offence against a child or of child abuse or child pornography
- ✓ An offence that causes serious harm
- ✓ Any offence of murder or manslaughter
- ✓ An offence of kidnapping
- ✓ A series of continuous offending that might cause concern for the well-being of children
- ✓ Any charges concerning child abuse that are sent for trial by the Director of Public Prosecutions.

Other offences may result in an applicant being turned down by the Irish Judo Association depending on the time and nature of the offence e.g. Theft & Fraud offences. All decisions on the suitability of an applicant are a matter for the Irish Judo Association. An Garda Siochana **will not** be involved in such decisions.

## **Irish Judo Association Garda Vetting Decision Committee (Decision Committee)**

The AS retains the right to convene the Irish Judo Association Garda Vetting Decision Committee in order to adjudicate on the suitability of an applicant to a position with the Irish Judo Association following a disclosure of the applicant or the Garda Vetting Unit. The Decision Committee will

### **Irish Judo Association**

Irish Sport HQ, National Sports Campus, Abbotstown, Dublin D15 DY62.

Tel: 01 6251104 Web: [www.irishjudoassociation.ie](http://www.irishjudoassociation.ie)

Email: [admin@irishjudoassociation.ie](mailto:admin@irishjudoassociation.ie)

Member of the International Judo Federation, The European Judo Union,  
The Olympic Council of Ireland & Sport Ireland

The Irish Judo Association is a company limited by Guarantee. Registration No. 112335.

Directors are elected every four years, S Fleming & P Green.

V.A.T. Reg No. IE4806869B



# Irish Judo Association



consist of no more than three individuals and will consist of the following position holders within the organisation:

- ✓ Authorised Signatory
- ✓ Honorary General Secretary
- ✓ President
- ✓ Vice President

The AS has the right to disclose information received from the applicant and the Garda Vetting Unit to the Decision Committee, but at all times the identity of the applicant will not be disclosed to the other Decision Committee members by the AS.

## **Communication**

When the AS is required to communicate with the applicant for any reason the following protocol will be adhered to:

- ✓ Communication should be by phone or in person if convenient
- ✓ The AS will verify the person is the applicant
- ✓ No messages will be left
- ✓ No discussion will take place with any other person, spouse or partner
- ✓ The AS will give an assurance of confidentiality

If the AS is required to verify disclosed details the applicant will be asked:

- ✓ Is there anything they remember concerning the time of the offence
- ✓ Have they have ever been to court
- ✓ For any relevant information concerning the disclosed information
- ✓ To consider the significance of the disclosure in relation to the position applied for

All responses should be noted by the Authorised Signatory and held confidentially. If any of the information is disputed the Disputes procedure in this policy (see below) must be followed.

## **Irish Judo Association**

Irish Sport HQ, National Sports Campus, Abbotstown, Dublin D15 DY62.

Tel: 01 6251104 Web: [www.irishjudoassociation.ie](http://www.irishjudoassociation.ie)

Email: [admin@irishjudoassociation.ie](mailto:admin@irishjudoassociation.ie)

Member of the International Judo Federation, The European Judo Union,  
The Olympic Council of Ireland & Sport Ireland

The Irish Judo Association is a company limited by Guarantee. Registration No. 112335.

Directors are elected every four years, S Fleming & P Green.

V.A.T. Reg No. IE4806869B



# Irish Judo Association



## **New Personnel (as per IJA Garda Vetting Policy)**

Where the applicant is suitable for the position applied for, this should be communicated to the individual and the person responsible for the recruitment/enrolment – this will be done by letter as well, simply stating the applicant is suitable to work with children and/or vulnerable adults. Where the information disclosed by the Unit and/or self-disclosed by the applicant deems the individual to be unsuitable they should be informed of such. The applicant should be allowed to withdraw their application.

## **Existing Personnel (as per IJA Garda Vetting Policy)**

An assessment must be made of the suitability of the individual to hold their present position. This decision will be made on an individual basis, based on the nature of the disclosed information and the initial self-disclosure by the individual. No decision shall be made unless any disclosed information is verified in accordance with the procedure in communicating with the applicant. This verification shall be carried out preferably in the presence of Authorised Signatory. If the individual is deemed not suitable to work with children they will be afforded the opportunity to withdraw from their current position. Where the individual is deemed suitable for their position this will be communicated to the individual in accordance with the communication procedure and this will be recorded in the vetting file.

## **Foreign Addresses**

If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a continuous period of 6 months or more, it will be mandatory for you to furnish the Irish Judo Association with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries. Seeking security clearances from other countries (e.g. UK, USA etc.) are the responsibility of the candidate.

## **Data Security**

The data submitted by the applicant and any responses from the Unit is subject to data security. The Irish Judo Association will only release information concerning the suitability of an individual to a person who needs to know. In the event that an applicant withdraws either their application

### **Irish Judo Association**

Irish Sport HQ, National Sports Campus, Abbotstown, Dublin D15 DY62.

Tel: 01 6251104 Web: [www.irishjudoassociation.ie](http://www.irishjudoassociation.ie)

Email: [admin@irishjudoassociation.ie](mailto:admin@irishjudoassociation.ie)

Member of the International Judo Federation, The European Judo Union,  
The Olympic Council of Ireland & Sport Ireland

The Irish Judo Association is a company limited by Guarantee. Registration No. 112335.

Directors are elected every four years, S Fleming & P Green.

V.A.T. Reg No. IE4806869B





# Irish Judo Association



for a position or from their position, information concerning their suitability for working with children or vulnerable adults will not be released. In accordance with the rules laid down in the Data Protection Acts 1988/2003 the Authorised Signatory on behalf of the Irish Judo Association will:

- ✓ Obtain and process information fairly
- ✓ Keep this information only for one or more specified, explicit and lawful purposes
- ✓ Use and disclose information only in ways compatible with these purposes
- ✓ Keep information safe and secure
- ✓ Keep information accurate, complete and up to date
- ✓ Ensure that any information is adequate, relevant and not excessive
- ✓ Retain information for no longer than is necessary for the purpose or purposes
- ✓ Give a copy of his/her personal information to an individual, on request

## Disputes

### Disputing Disclosed Information

The Unit has a dispute mechanism in place in event of an individual contesting the disclosed information. In the case of any disclosure being disputed by the applicant the following procedure will be applied:

- ✓ The exact basis of the dispute will be noted by the AS on communication with the individual
- ✓ The original application form will be resubmitted to the unit for a recheck - containing a covering report outlining the basis of the dispute as indicated by the applicant

If on examination of the original form there was an error in the completion of the form this should be rectified by the applicant by completing a new application. The original and the new application forms will be submitted together with a request for a recheck.

If following a recheck the applicant still disputes the information, arrangements with the Unit will be made for further identification procedures to be conducted in order to resolve the dispute. Until all disputes have been settled the individual will not be able to take any position. If the dispute involves existing personnel it is recommended that supervision is put in place until the dispute resolved.

### **Irish Judo Association**

Irish Sport HQ, National Sports Campus, Abbotstown, Dublin D15 DY62.

Tel: 01 6251104 Web: [www.irishjudoassociation.ie](http://www.irishjudoassociation.ie)

Email: [admin@irishjudoassociation.ie](mailto:admin@irishjudoassociation.ie)

Member of the International Judo Federation, The European Judo Union,  
The Olympic Council of Ireland & Sport Ireland

The Irish Judo Association is a company limited by Guarantee. Registration No. 112335.

Directors are elected every four years, S Fleming & P Green.

V.A.T. Reg No. IE4806869B



# Irish Judo Association



All decisions on the suitability of an applicant following a recheck are a matter for the Irish Judo Association and An Garda Síochána will not be involved in such decisions.

## Disputing the Decision of the Authorised Signatory

The Authorised Signatory has a responsibility to observe professional standards and will be cautious to recognise their own values and personal ethics in evaluating the seriousness and the relevance of an offence.

Any dispute concerning the decision of an Authorised Signatory should be submitted in writing. Advice from 'Children First' Advice and Information Officers from the Child and Family Agency (TULSA) as independent advisors will be taken and this will be communicated to the individual in accordance with the protocol. The outcome of this decision will be final.

### **Irish Judo Association**

Irish Sport HQ, National Sports Campus, Abbotstown, Dublin D15 DY62.

Tel: 01 6251104 Web: [www.irishjudoassociation.ie](http://www.irishjudoassociation.ie)

Email: [admin@irishjudoassociation.ie](mailto:admin@irishjudoassociation.ie)

Member of the International Judo Federation, The European Judo Union,  
The Olympic Council of Ireland & Sport Ireland

The Irish Judo Association is a company limited by Guarantee. Registration No. 112335.

Directors are elected every four years, S Fleming & P Green.

V.A.T. Reg No. IE4806869B