



## IJA Vetting Procedures

Effective the 17<sup>th</sup> of January 2022, the Irish Judo Association is registered with the National Vetting Unit in the Republic of Ireland and Northern Ireland as **an umbrella affiliate to the Federation of Irish Sport**. The Irish Judo Association is not registered with Access NI.

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. The Act stipulates that a relevant organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation, unless the organisation receives a vetting disclosure from the National Vetting Bureau of the Garda Síochána in respect of that person. Vetting is conducted on behalf of registered organisations only and is not conducted for individual persons on a personal basis. The Act creates offences and penalties for organisations who fail to comply with its provisions.

All vetted personnel are issued with one copy of an IJA Clearance Letter electronically which should be made available to any parent/guardian or coach who requests sight of same. The office of the Irish Judo Association will offer confirmation of Vetting on receipt of formal request to an inquiry received regarding an affiliated judo club, this confirmation will confirm that: the applicant is vetted or not vetted. No other information will be disclosed. For the purposes of clarification:

vetted – vetting undertaken where expiry date has not arrived at time of inquiry  
not vetted – no vetting undertaken, or vetting date has expired

### Vetting

The Act defines relevant work or activities as “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 adults”. The volunteer aspect is quite onerous on judo clubs but must be complied with, anyone who is acting as a volunteer within their club or the association will be required to be vetted i.e. Coach, Volunteer, Official, Parent. The Club Children’s Officer will be responsible for ensuring all relevant volunteers complete a NVB E Invitation based on their knowledge of their club structure and on the contents noted in the yearly Club Affiliation application. Furthermore, vetting must be carried out at a minimum of every three years. Any new Coach, Volunteer, Official, Parent must be vetted **before** taking up their duties. This Policy is not merely best practice, they are the minimum legal requirement which needs to be met by all National Governing Bodies.



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## The E Vetting Process

- ✓ The Irish Judo Association is registered as **an umbrella affiliate to the Federation of Irish Sport**.
- ✓ The applicant can access the IJA Vetting Policy and the 'NVB E Invitation' which is available on the IJA website.
- ✓ The completed form is returned by email to the **Irish Judo Association** in the first instance, please read and complete the NVB E Invitation carefully.
- ✓ The applicant must provide at least one piece of photo ID and one piece of proof of address to meet the requirements of the 100 points Identity Verification check (see below page 3 & 4) and return same with the NVB E Invitation. **Omission of Identity documents will lead to a delay in the Vetting Process.**
- ✓ A fee of **€12.50** is required in advance payable to the 'Federation of Irish Sport'.
- ✓ Payment method is via bank lodgement to a nominated account which will only be provided to the applicant when the completed NBV E Invitation and ID documents are received to the Irish Judo Association.
- ✓ **Proof of Payment will be required before Vetting proceeds any further.**
- ✓ The Irish Judo Association Liaison Person will verify the NVB E Invitation form & ID documents submitted before sending them to the Federation of Irish Sport.
- ✓ Incomplete or illegible forms cannot be accepted and will be returned.
- ✓ When the Federation of Irish Sport is satisfied with receipt of forms and payment, the applicant's details are entered onto the National Vetting Database and an invitation is issued via email to the applicant to enter their data in the E Vetting Portal of the National Vetting Office.
- ✓ Any delays on payment will result in the NVB E Invitation not being processed. There is no reminder service in place for receipt of fees. Read the instructions carefully to avoid delays.
- ✓ This email must be responded to within a minimum of 30 days, or the link expires, please check your Junk/Spam email folder.
- ✓ Once the applicant has submitted their details via the E Vetting Portal of the National Vetting Office, the vetting process begins.
- ✓ The Federation of Irish Sport will refer to back to the IJA Liaison Person when responses from the National Vetting Office are received.
- ✓ Particular reference should be made to Overseas Police Clearance which is mentioned below in this document (P7) when foreign addresses are submitted to the E Vetting Portal of the National Vetting Office.
- ✓ An IJA Clearance Certificate will be issued to the applicant on instruction from the IJA Liaison Person. The Federation of Irish Sport does not issue Clearance Letters.
- ✓ If the returned E Vetting response contains a disclosure from the National Vetting Office, the IJA Liaison Person will call a meeting of the Decision Committee.

**Email Advance Inquiries re NVB E Invitation, ID documents and payment account to:**  
[sean.crowley@irishjudoassociation.ie](mailto:sean.crowley@irishjudoassociation.ie) of the Irish Judo Association. **The Federation of Irish Sport is not responsible for answering queries about vetting or procedures from IJA members or IJA volunteers.**



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## Verification of Identity

The **100 points 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 Vetted) as required. When conducting 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.

Identification	Score	Tick
Irish driving licence or learner permit (new credit card format)	80	
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"> <li>ID card issued by employer (with name and address)</li> </ul>	35	
<ul style="list-style-type: none"> <li>ID card issued by employer (name only)</li> </ul>	25	
Letter from employer (within last two years)		
<ul style="list-style-type: none"> <li>Confirming name and address</li> </ul>	35	
P60, P45 or Payslip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (must 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"> <li>With photograph</li> </ul>	40	
Bank/Building Society/Credit Union statement	35	
Credit/debit cards/passbooks (only one per institution)	25	
National age card (issued by An Garda Síochána)	25	
Membership card		
<ul style="list-style-type: none"> <li>Club, union or trade, professional bodies</li> </ul>	25	
<ul style="list-style-type: none"> <li>Educational institution</li> </ul>	25	
Correspondence		
<ul style="list-style-type: none"> <li>From an educational institution/SUSI/CAO</li> </ul>	20	
<ul style="list-style-type: none"> <li>From an insurance company regarding an active policy</li> </ul>	20	
<ul style="list-style-type: none"> <li>From a bank/credit union or government body or state agency</li> </ul>	20	
Children under 18 years (any one of the following)		



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• Birth certificate	100	
• Passport	100	
• Written statement by a 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	
TOTAL		

**NB: Vetting will not proceed if copies of relevant ID documents are omitted, this will lead to a delay in processing NVB E Invitations.**

**NB: We cannot accept the Public Services Card as a form of ID for vetting purposes, An Garda Siochana circular received states only certain authorised bodies can use them.**

**NB: Payment of €12.50 is required payable to 'Federation of Irish Sport'.**

## 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.
3. Up to date ID documents will be required again when re-vetting is required
4. If an individual's circumstances change following their original vetting, they should notify the IJA Liaison Person immediately

## Completed NVB E Invitations

On receipt of completed 'NVB E Invitation', applicants for vetting will be entered on a separate database operated by the Federation of Irish Sport on behalf of the Irish Judo Association with the following information:

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



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## Information storage

All data is kept in accordance with the GDPR Act of 2018 by the Federation of Irish Sport on behalf of the Irish Judo Association. All information is kept in a secure cabinet at Federation of Irish Sport, Irish Sport HQ, Sport Ireland Campus, D15 DY62.

## Return of information

- ✓ The IJA Liaison Person will be notified by the Federation of Irish Sport of any disclosed information pertaining to an applicant.
- ✓ Each application will be examined by the IJA Liaison Person 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.
- ✓ 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 E Vetting Portal 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 Vetting Decision Committee (Decision Committee)

The IJA Liaison Person retains the right to convene the Irish Judo Association Vetting Decision Committee to adjudicate on the suitability of an applicant to a position with the Irish Judo Association following a disclosure



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of the applicant or the National Vetting Unit. The Decision Committee will consist of no more than three individuals and will consist of the following position holders within the organisation:

- ✓ IJA Liaison Person
- ✓ Honorary General Secretary
- ✓ Vice President

The IJA Liaison Person has the right to disclose information received from the applicant and the National 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 IJA Liaison Person.

## **Communication**

When the IJA Liaison Person 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 IJA Liaison Person 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 IJA Liaison Person will give an assurance of confidentiality

If the IJA Liaison Person 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 IJA Liaison Person and held confidentially. If any of the information is disputed the Disputes procedure in this policy (see below) must be followed.

## **New Volunteers/Personnel (as per IJA Vetting Procedures)**

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 this deems the individual to be unsuitable they should be informed of such. The applicant should be allowed to withdraw their application.

## **Existing Volunteers/ Personnel (as per IJA Vetting Procedures)**

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 IJA Liaison Person. If the individual is deemed not suitable to work with children,



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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.

## Overseas Police Clearance

If a person seeking vetting clearance has spent a cumulative period of 36 months abroad since the age of 18, then they must seek clearance in each country in which they have resided.

The National Vetting Bureau currently undertakes vetting on addresses in Ireland and Northern Ireland only. An applicant for registration who has lived overseas for a cumulative period of three years (36 months) or more after the age of 18 must provide a copy of police clearance for each country in which they have resided. These clearance certificates must cover the entire period of residence in each country.

Only certified copies of police clearance documentation should be submitted. Applicants should note that uncertified documents and photocopies will not be accepted.

### Exceptional circumstances

**The IJA will always request Overseas Clearance from applicants when relevant.**

The IJA reserves the right to seek a sworn declaration where a satisfactory police/criminal records disclosure is not available, the exceptional circumstance must be noted in the sworn declaration. Please note that this declaration **may** be accepted by the IJA if:

- the IJA is aware that police clearance is only obtainable by residents of the country concerned
- the applicant resided in the country for a period of less than six months
- the applicant was travelling through the country and had no fixed address
- the applicant resided in the country more than 10 years ago
- the country is at war or experiencing political upheaval
- the applicant has provided correspondence demonstrating that police clearance cannot be obtained

In these circumstances the reason for the Exceptional Circumstance should be notified to the IJA Liaison Person within the IJA. This notification will then be forwarded on the National Executive Committee who will decide by a vote on whether to accept the Exceptional Circumstance. Seeking police clearance documentation from other countries (e.g. UK, USA, Australia etc.) is the responsibility of the applicant. Club Liaison Officers need to be aware of delays to issuing IJA Clearance Letters if Overseas Police Clearance is required for their Coach, Volunteer, Official, Parent.

## Data Security

The data submitted by the applicant and any responses from the National Vetting 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 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 GDPR Act of 2018 the IJA Liaison Person on behalf of the Irish Judo Association will:

- ✓ Obtain and process information fairly



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- ✓ 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 IJA Liaison Person on communication with the individual
- ✓ The original 'NVB E Invitation' 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 'NVB E Invitation' 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 'NVB E Invitation' 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 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.

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 IJA Liaison Person

The IJA Liaison Person 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 a IJA Liaison Person 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.

**Mr Seán Fleming**  
**National Vetting Officer**  
**Irish Judo Association**

**Effective: 17<sup>th</sup> January 2022**