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 Siochana in April 2016. This involves seeking documentation that leads to a full 100 point, including one with photo.

<table>
<thead>
<tr>
<th>Identification</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irish driving licence or learner permit (new credit card format)</td>
<td>80</td>
</tr>
<tr>
<td>Irish Public Services Card</td>
<td>80</td>
</tr>
<tr>
<td>Current Passport (from country of citizenship)</td>
<td>70</td>
</tr>
<tr>
<td>Irish certificate of naturalisation</td>
<td>50</td>
</tr>
<tr>
<td>Birth certificate</td>
<td>50</td>
</tr>
<tr>
<td>Garda National Immigration Bureau (GNIB) card</td>
<td>50</td>
</tr>
<tr>
<td>National Identity Card for EU/EEA/Swiss citizens</td>
<td>50</td>
</tr>
<tr>
<td>Irish driving licence or learner permit (old paper format)</td>
<td>40</td>
</tr>
<tr>
<td><strong>Employment ID</strong></td>
<td></td>
</tr>
<tr>
<td>• ID card issued by employer (with name and address)</td>
<td>35</td>
</tr>
<tr>
<td>• ID card issued by employer (name only)</td>
<td>25</td>
</tr>
<tr>
<td><strong>Letter from employer</strong> (within last two years)</td>
<td></td>
</tr>
<tr>
<td>• Confirming name and address</td>
<td>35</td>
</tr>
<tr>
<td><strong>P60, P45 or Payslip</strong> (with home address)</td>
<td>35</td>
</tr>
<tr>
<td><strong>Utility bill e.g. gas, electricity, television, broadband</strong> (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)</td>
<td>35</td>
</tr>
<tr>
<td><strong>Public services card/social services card/medical card</strong></td>
<td>25</td>
</tr>
<tr>
<td>• With photograph</td>
<td>40</td>
</tr>
<tr>
<td><strong>Bank/Building Society/Credit Union statement</strong></td>
<td>35</td>
</tr>
<tr>
<td><strong>Credit/debit cards/passbooks</strong> (only one per institution)</td>
<td>25</td>
</tr>
<tr>
<td>Identification</td>
<td>Score</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td><strong>Children under 18 years (any one of the following)</strong></td>
<td></td>
</tr>
<tr>
<td>• Birth certificate</td>
<td>100</td>
</tr>
<tr>
<td>• Passport</td>
<td>100</td>
</tr>
<tr>
<td>• Written statement by a the Principal confirming attendance at educational institution on a letter head of that institution</td>
<td>100</td>
</tr>
<tr>
<td><strong>Recent arrival in Ireland (less than 6 weeks)</strong></td>
<td></td>
</tr>
<tr>
<td>• Passport</td>
<td>100</td>
</tr>
<tr>
<td><strong>Vetting Subject is unable to achieve 100 points</strong></td>
<td></td>
</tr>
<tr>
<td>• Affidavit witnessed by a Commissioner for Oaths</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>