



Portrane Hockey Club

Portrane Hockey Club Garda Vetting Policy

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Background & Context

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 makes vetting mandatory for anyone volunteering or seeking employment relating to children or vulnerable persons. In line with the Children's First Act (2015) all coaches/volunteers involved in Portrane Hockey Club working with teams aged 18 and under, both Club and County/Province must complete the Garda Vetting Process before working with teams with U18 players. Therefore, anybody who is involved in 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 must be vetted.

Responsibilities of Portrane Hockey Club

It will be an offence for a sporting organisation to employ someone to work/coach/volunteer with children or vulnerable persons without going through the vetting procedures set out in the Act. Liability rests with the sporting organisation, not the coach/volunteer. It is therefore crucial that Portrane Hockey Club complies with this legislation and performs the following:

- All coaches/volunteers **must** be garda vetted and must cooperate with the club's children's first officer to ensure this is done.
- The secretary of PHC will notify and provide contact details of any interest expressed by a potential new coach or volunteer to the CCO.
- The CCO will liaise with the potential new coach/volunteer and inform them of the process and send relevant documentation.
- The new coach/volunteer will comply and fill in the vetting form and ID verification.
- The CCO will liaise with Hockey Ireland.
- Hockey Ireland will email link for invitation of garda vetting.
- The coach/volunteer will complete same and inform CCO that this has been completed.
- The CCO/Hockey Ireland will inform applicant of the outcome of the vetting process.
- Re vetting of all coaches will be done within a 5 year period.
- The CCO will maintain a data base of all coaches/volunteers garda vetting applications.

The new vetting forms are now available online along with some updated Frequently Asked Questions and details on Identification Validation. See [here](#) for all details.

Please read through the Steps for Completing the Garda Vetting form thoroughly before completing forms/

If you have any questions or queries regarding garda vetting please contact ccoportranehc@gmail.com

Frequently Asked Questions [Click Here](#)

Garda Vetting Documents

Steps to Garda Vetting	Click Here
IHA Garda Vetting Form (Updated 11 th March 2018)	Click Here
Guidelines and Checklist	Click Here
Garda Vetting Form - Parental Consent (updated 11 th March 2018)	Click Here