



Vetting Policy (Republic of Ireland)

Vetting of Mountaineering Ireland Staff and Volunteers)

All prospective employees and all volunteers who have access to young people or vulnerable adults who have applied for a position in Mountaineering Ireland as a staff member or as a volunteer must give complete Mountaineering Ireland Vetting Process Application form, permitting An Garda Síochána to disclose their personal data regarding convictions and / or prosecutions pending or completed, successful or not in the state or elsewhere to the Mountaineering Ireland Authorised Signatory.

The Authorised signatory in Mountaineering Ireland is the Chief Officer who is authorised by Mountaineering Ireland's Board of Directors to submit Garda Vetting Applications to the Garda Central Vetting Unit and to receive Vetting disclosures from the Garda Vetting Unit.

All rules of Data Protection will be observed in respect of any data received following a Garda Vetting Request

- Information will be obtained and processed fairly
- Information will be kept for a specified, explicit and lawful purpose
- Use of and disclosure of information obtained occurs only in ways compatible with these purposes.
- Information will be kept safe and secure
- Will only be used for explicit and Lawful purposes
- Information will be accurate complete and up to date
- It will be retained only while necessary for the purpose obtained
- Information received from the Vetting Unit will be shared with the individual at their request.

Decisions on whether to accept an applicant will involve consideration of all administration information from stage three of the recruitment and selection procedure as well as the Garda Vetting findings. In the case of convictions, cognisance will be taken of restorative justice and rehabilitation of offenders. All disclosures received from the Garda Central Vetting Unit will be managed within a Natural Justice Framework.

If an applicant disputes the content of the Garda Vetting Disclosure in any way the dispute handling mechanism will be followed. Every conviction may ultimately affect the suitability of persons to work or volunteer with the Mountaineering Ireland.

The Mountaineering Ireland recognises that there are some areas / instances, in particular that would automatically deem an individual unsuitable to work with us. These exclusion clauses are outlined below:

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Exclusion Clauses for Prospective Employees / Volunteers

Mountaineering Ireland considers the following as reasonable grounds for the organisation not to proceed with either an interview or an appointment of an individual (For either Volunteer or Staff positions) if:

The individual / candidate has been convicted of a crime that relates to the ill treatment or neglect of children / minors / vulnerable people.

The individual / candidate has drug related charges / convictions, especially where there was evidence that children were involved.

The individual / candidate has charges / convictions relating to the ownership, production, possession or distribution of child pornography.

Where the candidate is known to the Child Protection services where this knowledge would involve concerns around the candidates suitability to work with children.

Where there is a finding of “confirmed” child abuse or neglect by the Health Services Executive but may not have attracted a criminal conviction. (There are three categories that the Health Service Executive can confirm abuse – 1. through a medical examination, 2. through an admission of guilt by the alleged perpetrator or 3. Via a ruling of a court).

Any other offence that in Mountaineering Ireland’s opinion deems the person unfit to work with the organisation. (This would include crimes of deception / Fraud / domestic violence / serious assault etc).

Procedures for the Garda Vetting Process for Staff and Volunteers

It is a condition of appointment / employment that all potential new staff and volunteers have satisfied the Garda vetting process. A potential staff member or volunteer will be given a Garda Vetting Application Form. This form should be completed in full by him/her, paying careful attention to the instructions provided.

All forms must be signed and dated. The vetting form is to be returned by the applicant / nominated person to the Authorised Signatory who is the Chief Officer of the Mountaineering Ireland using the envelope provided. Forms received in that are incomplete will be returned to the sender and cause unnecessary delay.

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The Authorised Signatory in Mountaineering Ireland will forward Garda Vetting Application Forms to the Garda Vetting Unit. Correspondence must be administered through Mountaineering Ireland and should be addressed strictly private and confidential to the Authorised Signatory in Mountaineering Ireland. All forms and related correspondence will be strictly confidential. Garda vetting reports will be kept securely in Mountaineering Ireland by the Authorised Signatory.

In the case of an application from a club, The Chairperson will be notified as to whether the applicant has successfully met the requisite requirements of the Garda vetting process. No details will be disclosed. The Chairperson of the club will notify the applicant in writing of the outcome.

Provisions under the Data Protection Act will apply.

Mountaineering Ireland Garda Vetting procedure (Republic of Ireland)

**PROCEDURE FOR THE COMPLETION OF GARDA APPLICATION FORM
PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE
COMPLETING YOUR GARDA CLEARANCE FORM.**

Please use **BLOCK CAPITALS** when completing the form. It is imperative that you complete the attached Garda Clearance Form fully and correctly. Do not leave any part of this form blank. If there is not an applicable answer please write N/A or cross out

Surname: Insert your current surname.

Previous surname: Insert your previous name here (*i.e. maiden name if applicable*).

Forename: Insert your forename / first name.

Alias: If you are known by any name other than that/those on your birth certificate please insert here.

P.P.S. No. (formerly R.S.I Number): Please enter your P.P.S No. here (*if you do not have a P.P.S. No, please contact the office of your local Revenue Commissioners to obtain same*).

Date of birth: Insert your date of birth (dd/mm/yy).

Place of birth: Insert the name of the city or town that you were born in (*e.g. Dublin City*).

Have you ever changed your name? If yes, tick 'yes' box, if no tick 'no' box.

If yes please state former name: Insert any previous surnames if applicable (e.g. in the event that you were married on more than one occasion or that you have changed your name by deed poll etc).

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Please state all addresses from year of birth to present date: It is very important that your current address and all previous addresses, **including all addresses abroad**, are provided. You must also insert the years that you resided at these addresses, year from and year to. These will be checked and if there is any time unaccounted for, the form will be returned to you.

Have you ever been convicted of an offence in the Republic of Ireland or elsewhere? If no, tick 'no', box. If yes, tick 'yes' box and then please provide details of conviction(s), i.e. Date, Court, Offence, Court Outcome.

Declaration: Please make certain you fill in the position you are applying for in the section marked: "I, the undersigned have applied to work as a ". You must read this declaration carefully, sign and date it, and also print your name in block capitals underneath the signature. (BLOCK CAPITALS)

If the form is not completed correctly, it may be returned to you for further completion / verification. Please note this could significantly slow your appointment / Garda vetting process.

Completed Garda Vetting Forms to be sent to:

**The Chief Officer, Mountaineering Ireland, Sport HQ, 13 Joyce Way,
Park West Business Park, Dublin 12, Ireland. Please mark your envelope "Private and Confidential"**

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