



**Republic of Ireland Taekwon-Do Association
(R.I.T.A.)**

Garda Vetting Policy

The R.I.T.A.

Adults and children frequently interact at R.I.T.A. classes and other events, as such the R.I.T.A. has a policy that all members over the age of 18 years will be Garda vetted.

Garda Vetting is a procedure through which An Garda Síochána is asked, with a person's permission, to disclose any information held on Garda file. Within current disclosure policy, details of all convictions and/or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be are disclosed to the authorised liaison person in the R.I.T.A..

Who will be vetted?

It is best practice that Garda vetting be conducted in respect of personnel working in a full-time, part-time or voluntary or student placement capacity in a position in the R.I.T.A. through which they have unsupervised access to children and/or vulnerable adults.

All adults will be re-vetted after a period of 5 years

Nominated Garda Vetting Contact Person

The Nominated Garda Vetting Contact Person in the R.I.T.A. is the National Secretary.

Garda Vetting Procedure

The Nominated Contact Person will distribute to each school Garda vetting forms to be passed to all relevant applicants (attached below Appendix I)

Once completed, the forms will be returned and checked for completeness by the Nominated Contact Person. In the event of an incomplete form, the form will be returned to the applicant to complete. The forms are then sent to the appropriate authority for processing. The appropriate fee for this processing should be lodged to the R.I.T.A. bank account and confirmation of the lodgement sent to the National Secretary.

These forms are not copied and are sent as is to the relevant authority. Once processed, the National Secretary will receive the result of the Garda Vetting procedure outlining whether clearance has been given or not given. Documentation such as proof of address etc are kept on file by the National Secretary and are available for inspection by the relevant legal authorities.

Failure for Garda Vetting

Not all offences will disqualify a person from being an R.I.T.A. member or instructor or volunteer. If a person is refused Garda Vetting, they may, at the discretion of the RITA's Garda Vetting Committee may be allowed to train.

Refusal to be Garda Vetted

Any persons who refuse to be Garda Vetted will not be permitted to train in any of the R.I.T.A. Taekwon-Do Schools.

New Adult members

New adult members can register as a member of the R.I.T.A. while their Garda vetting forms are being processed.

Adult Members

Renewing adult members who are not Garda vetted will not be issued a membership card until such time that they are Garda vetted.

Expiry of Garda Vetting

The R.I.T.A. will record which members are Garda vetted on its database and every year will issue a list of adult members whose Garda vetting needs to be renewed. This list will be sent to the schools Chief Instructor. These members must renew their Garda Vetting before they are issued a new membership card.

Appendix I

Dear Grand Masters, Masters & Instructors,

Please find enclosed E-invite for your Adult member to complete in order to begin the process of Garda Vetting.

The information given on this form allows the GV Liaison officer in South Dublin County Volunteer Centre to 'invite' each individual to complete a full vetting form through the E-vetting process.

Information for Vetting Subject. (Adult Student)

- Student must return this form to Instructor.
- Soon afterwards, the student will receive an email with an invite to complete a full form online.
- The form below must be completed in full using **BLOCK CAPITALS** and writing must be **clear and legible** (especially your **email address**).
- The Form should be completed in ball point pen.
- Photocopies will not be accepted.

Please have the Adult member being vetted complete the attached form, along with Photo ID and Proof of address (e.g. utility bill) returned to the Instructor.

Instructor : Please Sign the below verification of Identity of your Adult member and return by post along with the members E-Invite form, proof of ID & Proof of address together with receipt for €5 lodgement to RITA a/c as the National Secretary must keep a hard copy on file.

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I (Instructor) confirm that the Photo ID attached with the documentation is an Adult member of(Taekwon-Do School) and is the member requiring Garda Vetting.

Signature.....Date:

ELECTRONIC VETTING INVITER FORM

SECTION 1: PERSONAL INFORMATION

UNDER SEC 26 (B) OF THE NATIONAL VETTING BUREAU (CHILDREN AND VULNERABLE PERONS) ACT 2012, IT IS AN OFFENCE TO MAKE A FALSE STATEMENT FOR THE PURPOSE F OBTAINING A VETTING DISCLOSURE.

Forename:																													
Middle Name:																													
Surname:																													
Date of Birth:	D	D	/	M	M	/	Y	Y	Y	Y																			
Email Address:																													
Contact Number:																													

Current Address:

Line 1																											
Line 2																											
Line 3																											
Line 4																											
County																											
Country																			Post Code/ Eircode								

SECTION 2- ORGANISATION & ROLE

Organisation you are being vetted for:																							
Job/Volunteer Role being vetted for:																							

I have provided documentation to validate my identity as required and I consent to making this application in accordance with Section 13 (4)(e) National Vetting Bureau (Children and Vulnerable persons) Act 2012

I am aware that an invitation to the online vetting website will issue to my email address and that I must act on it within 30 days.

Applicants Signature: _____

D	D	/	M	M	/	Y	Y	Y	Y
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Date:

SECTION 3 – OFFICE USE ONLY

Your REF			
ID Verified		Notes:	

