







## About: Garda Vetting Application Forms







A Garda Vetting Application Form allows youth theatres to obtain information that may affect a person's role in working full-time, part-time and/or in a voluntary capacity with children or young people. A processed application form will confirm, contradict or add new information.

### Why use...A Garda Vetting Application Form?

**When a youth theatre receives a Garda Vetting disclosure, they can:**

-  Get relevant information from a volunteer/employee about conviction or non-conviction information;
-  Make a decision on the suitability of a volunteer/employee who has a conviction;
-  Treat those with convictions fairly in the process of considering them for employment or volunteering positions, as the fact that a person has a conviction does not necessarily make him or her unsuitable from working or volunteering with children and young people;
-  Use the information supplied to help them to decide if a volunteer/employee's convictions are relevant to the job/volunteering role that they will be carrying out within the youth theatre or whether such a role needs to be adapted.

### Using and storing the information on a Garda Vetting Application Form

-  A Garda Vetting Application Form should be used as part of recruitment procedures and does not negate the responsibility of the youth theatre to check references and to follow Child Protection Guidelines.
-  NAYD's Authorised Signatory will inform only the youth theatre's Designated Welfare Person of the results of the Garda Vetting Process. **(For more about Designated Welfare Persons see [Welfare Structures](#))**
-  The Designated Welfare Person should inform all volunteers/employees of the results of their Garda Vetting Application.
-  The Designated Welfare Person should follow the youth theatre's policies when they have received the results of the Garda Vetting process.
-  It should be decided when and why a volunteer/employee should be requested to complete a Garda Vetting Application Form e.g. on offer of job/volunteering position, change of role.
-  Garda Vetting Disclosures should be treated as confidential documents and should be stored appropriately and for no longer than is needed e.g. stated amount of time or on the cessation of the person's involvement with the youth theatre.