

# Garda Vetting at Mater Dei Institute

## Introduction

Several of the Institute's programmes involve placements which bring both undergraduate and postgraduate students into contact with children (legally those under 18 years of age) and vulnerable adults. These programmes, which include the *Bachelor of Religious Education* four year concurrent initial teacher education degree and the post-graduate *MA in Chaplaincy Studies and Pastoral Work* both of which have an academic and professional focus. Many placement organizations require evidence that Mater Dei students on placement have satisfactorily completed Garda Vetting.

Applicants to the above programmes should note that an offer of a place on the above programmes and subsequent registration are conditional on successful completion of Garda Vetting.

## FAQs

### *Who carries out Garda Vetting?*

Garda Vetting is carried out by the Garda Vetting Central Unit located in Thurles with which the Institute is a registered organisation. For further information please see their website <http://www.garda.ie/Controller.aspx?Page=66>

### *Who is responsible for Garda Vetting in Mater Dei?*

Garda Vetting is located in the Office of the Director. The Director is the Designated Person and Authorized Signatory.

### *What does Garda Vetting involve?*

The Garda Vetting Central Unit provides the following statements:

*Garda vetting is conducted in respect of personnel working in a full-time, part-time, voluntary or student placement capacity in a position in a registered organisation, through which they have unsupervised access to children and/or vulnerable adults. Garda Vetting is conducted only on behalf of registered organisations and is not conducted for individual persons on a personal basis.*

*Garda Vetting will only be conducted, and relevant disclosure will only be issued to an authorised liaison person within a registered organisation for Garda Vetting, predicated on the written authorisation of an individual vetting subject to do so in a Garda Vetting application form.*

### ***How do I go about Garda Vetting?***

The following steps are involved:

1. You will be required to attend a briefing session with the MDI Director. on Garda Vetting as part of the Orientation Programme for your course. During this briefing you will receive a Garda Vetting Application Form. You will not be given the Application Form without attending this briefing.
2. You must fully and truthfully complete and sign this application form and return it to the Director who will also sign the form, thereby providing authorisation for the Garda Vetting process. As part of the completion of this form you authorise the Garda Vetting Central Unit to make disclosures relating to you to the MDI Director .
3. The Director will send the form on to the Garda Vetting Central Unit.
4. Garda Vetting checks on the applicant are carried out following receipt of the application form at the Garda Central Vetting Unit.
5. A Garda Vetting disclosure will be issued directly to the MDI Director.

### ***What information am I required to provide as part of Garda Vetting?***

This will be explained at the briefing session with the Director. It includes, but is not limited to, a statement of ALL addresses both within and outside the State at which you have lived from birth to the present date and a list of all convictions (if any) for offences in the State and elsewhere. You can prepare for the briefing session by drawing up a list of all addresses (which can take time and research especially for your infant years!)

### ***How long does Garda Vetting take?***

Between three and four months. Hence the importance of commencing the process at the Orientation session for your course.

### ***Can I use another Form?***

No. You must use the Mater Dei Garda Vetting Form.

### ***Can I arrange for Garda Vetting myself outside of the MDI system?***

No. You must engage with the Mater Dei system.

### ***If I have been previously or recently Garda Vetted for another organisation do I still have to be Garda Vetted in Mater Dei?***

Normally yes. For postgraduate students there are some very limited exceptions.

***What information will be disclosed by the Garda Central Vetting Unit to the MDI Director?***

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 MDI Director.

***What happens if something is disclosed?***

As a first step the Director will invite you to a meeting to discuss what has been disclosed and to validate the information provided. The Director will treat any disclosures in total confidence and related information will be used only for the purpose for which it was sought.

***Can I get a copy of my completed Garda Vetting Form?***

You may obtain a copy of your Garda vetting disclosure from the Director.

***Is there a fee for Garda Vetting?***

At present there is no additional fee for under-going Garda Vetting in MDI.

***What should I do next?***

The Garda Vetting process begins with a briefing by the Director. You must attend this and will be informed when to attend.

***What happens if I do not successfully complete Garda Vetting?***

This outcome is extremely rare. Given that participation in a placement is an essential part of the programme you are undertaking, and registration is conditional upon a successful outcome, your registration for the programme will be cancelled and any fees you have paid, or which have been paid on your behalf, will be refunded in full. Further if you have completed the assessment for any module prior to your registration being cancelled you will be issued with a full transcript recording your academic performance to date.