Gaelic Games Council of Britain

Important - Vetting Information

In order to comply with legislation, our Code of Behaviour and to help protect the welfare of our underage, all persons working with children or young people in a voluntary or paid capacity, must be vetted prior to commencing their role. Those who are involved in the management of individuals appointed to work with children or young people in your club must also be vetted.

Vetting is carried out by Disclosure & Barring Service (DBS – England & Wales) or Disclosure Scotland and the GGCB work within their respective Code of Practice – copies available on request.

This process forms part of the safeguarding requirements when working with underage children/youth including under 18s. This vetting process enables the Gaelic Games Council of Britain make more informed recruitment decisions in relation to the suitability of the applicant for the role. The Gaelic Games Council of Britain process applications for vetting checks free of charge, for our Volunteers at a club’s request.

We remind all clubs that they should not permit anyone to work with their children or young people in the Club until they have been suitably vetted and approved for their role. The process is as follows:

1. Applicants to familiarise themselves with Disclosure and Barring Service (England and Wales) or Disclosure Scotland Privacy Notices and Code of Practice. See links below:

<https://www.gov.uk/government/publications/dbs-privacy-policies>

https://www.gov.uk/government/publications/dbs-code-of-practice

<https://www.mygov.scot/disclosure-scotland-privacy/>

https://www.mygov.scot/disclosure-code-of-practice/

1. Applicant fills out the appropriate vetting application - DBS (England and Wales) or PVG (Scotland).
2. Applicant to complete the Vetting Consent Form for the processing of confidential and personal information:

 **Appendix 1a – Adult Member Consent Form (applicable to England, Scotland and Wales)**

 **Appendix 1b – Parental/Guardian Consent Form (16-17 years) – As above**

1. Members of the DBS Update Service will be able to transfer their current certificate, providing it is an Enhanced Child Workforce certificate and member gives the National Children’s Officer sight of certificate and provides consent for the service to be checked for any updates. See below:

Appendix 2 – Member of DBS Update Service Consent Form (England and Wales)

1. Counter-signatories meet with the applicant and verifies **three** forms of identification documents (photocopies are not accepted):

 Appendix 3 – Face to Face ID Checking Guidance during Covid-19

1. ID documents should verify name, address and date of birth. Any changes of name(s) should also be supported by evidence ie birth and marriage certificate to be supplied. A comprehensive list of documents can be found in:

 Appendix 4a – DBS (England and Wales) – UK/EEA members or volunteers from non-EEA Countries

 Appendix 4b - DBS (England and Wales) – Paid members from non-EEA Countries

 Appendix 5a – PVG (Scotland) - UK/EEA members or volunteers from non-EEA Countries

 Appendix 5b – PVG (Scotland) – Paid members from non-EEA Countries

1. Counter-signatories confirm which identification documents have been seen. Counter-signatories either complete an ID Evidence Verification form (England and Wales) or declare directly on to the Protecting Vulnerable Groups application form (Scotland). All details are to be submitted to the National Children’s Officer.

Appendix 6 – Counter-signatories ID Verification Form

1. DBS/Disclosure Scotland process the vetting application and issue certificates directly to the applicant.
2. The National Children’s Officer requests sight of the DBS certificate or is issued with a direct copy of the PVG certificate from Disclosure Scotland.
3. The Gaelic Games Council of Britain risk assess all vetting certificates. Where there are areas of concern, we will contact the applicant directly and/or meet with them to discuss before any decision regarding their suitability for the position applied is made.
4. Where required, the National Children’s Officer will meet with club officers to discuss any areas of concern.
5. Applicants have the right to appeal any decision made by GGCB in relation to their suitability for the position applied.
6. On completion of the successful review of certificates an acceptance letter will be issued to the applicant and GGCB records updated or withdrawal of services will be put in place.