



CHEERSPORT
I R E L A N D

GARDA VETTING POLICY

1. Introduction

Garda Vetting is a legal requirement for any individual working with or having access to children in Cheer Sport Ireland (CSI). CSI is committed to ensuring full compliance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016.

2. Purpose

This policy sets out CSI's procedures for Garda Vetting, ensuring that all individuals interacting with children are appropriately vetted.

3. Scope

This policy applies to all coaches, volunteers, staff, contractors, committee members, event personnel, and any person undertaking regulated activities with children.

4. Legal Framework

The policy aligns with the National Vetting Bureau Acts, Children First Act 2015, and Sport Ireland Safeguarding Guidance.

5. Requirement for Vetting

Individuals must be vetted if they engage in any work or activity that is defined as regulated under Irish law.

6. Roles Requiring Vetting

- Coaches (all levels)
- Assistant coaches and junior coaches aged 16+
- Volunteers and helpers in child-facing roles
- Event staff with access to children
- Transport personnel
- Medical and wellbeing teams
- Club and CSI committee members with child access

7. Responsibilities of Clubs

- Ensure all relevant personnel are vetted before beginning any role.
- Maintain accurate vetting records.
- Submit vetting applications through CSI's approved eVetting system.
- Remove from duties any individual who does not complete vetting.

8. CSI Responsibilities

- Process and review vetting disclosures.
- Maintain secure vetting records.
- Communicate vetting outcomes to clubs.

- Oversee re-vetting cycles and compliance monitoring.

9. eVetting Application Process

- Applicant completes the CSI Vetting Invitation Form.
- Applicant submits proof of identity and address.
- CSI submits the eVetting request to the National Vetting Bureau.
- Applicant completes the online vetting form via the NVB portal.
- NVB processes the application and issues a disclosure to CSI.
- CSI reviews the disclosure and informs the club of clearance or further action required.

10. Identity Verification

Applicants must provide two forms of ID matching NVB requirements (photo ID and proof of address).

11. Assessing Vetting Disclosures

CSI will review vetting results sensitively and confidentially. Disclosures may include convictions or specified information.

11a:Decisions will consider relevance, risk, rehabilitation, and safeguarding impact.

11b:Applicants may be asked for additional context or clarification.

11c:CSI may refuse approval where risks to children are identified.

12. Re-Vetting Requirements

All individuals must be re-vetted every 2 years, or sooner if required by law, or following a safeguarding concern.

13. Under-18 Volunteers

Individuals aged 16–17 may participate in limited roles with parental consent and must complete vetting where legally required.

14. Confidentiality

All vetting records are stored securely in compliance with GDPR and may only be accessed by authorised safeguarding personnel.

15. Non-Clearance or Withdrawal

- An individual may not undertake regulated activity until fully vetted.
- Where a vetting outcome raises concern, CSI may disallow participation.
- Failure to comply with vetting procedures results in automatic suspension from role.

16. Appeal Procedure

Individuals who dispute vetting information may appeal directly to the National Vetting Bureau. CSI will not override statutory outcomes.

17. Non-Irish Nationals

Applicants who lived outside Ireland for 6+ months since age 16 must provide international police clearance certificates.

18. Record Keeping

Vetting documents will be stored securely for the duration of involvement and in line with CSI's Record Retention Policy.

19. Non-Compliance

Clubs failing to ensure vetting compliance may face sanctions under CSI membership rules.

20. Review

This Garda Vetting Policy will be reviewed every 2 years or following legislative change.

21. Approval

This policy was approved by the Board of Cheer Sport Ireland on: 11/07/2026

Signed:

FIONA COLLUMB, President/Chairperson

JOAN HEAPES, National Children's Officer