

AS/March 2024

Instructions on E-vetting process March 2024

All persons who are working with children under the age of 18 require garda vetting by law and need to complete a safeguarding course every 3 years. Please find below a step-by step guide to apply for Garda eVetting within the Tralee Parnells Hurling and Camogie Club. Garda eVetting is a mandatory requirement to reflect the Children First Guidance 2017 in the recruitment and selection of persons working with children. Further information on this is available from your club childrens' officer. The GAA Vetting System is now part of the GAA Foireann platform. It is recommended that you use the Chrome browser on your PC/Laptop. You should be able to see a record of your own safeguarding and evetting details on Foireann.

How to apply for Vetting in the GAA.

Step 1: Logging into Foireann.

Log into your account on Foireann or create an account on Foireann at www.foireann.ie. Click on link: [how to apply for vetting on Foireann](#) for step by step guidance. Please prepare to upload to Foireann:

1. Proof of identity e.g passport or drivers license
2. Proof of current residence.
3. Completed [GAA ID Validation Form](#)

The full list of documents acceptable for verification are available at the end of this form. *Note: You will notice that each of these verification documents has a score assigned to it and you must provide identification up to a minimum score of 100 points.*

Step 2: Gaelic Games Vetting Invitation Form

If you haven't done so already go into www.foireann.ie now and create an account.

Click on the 'Qualifications and Vetting' tab. Click on 'Apply to be vetted'. You will then be asked to upload Photo id (passport or drivers license) and proof of address (e.g. utility bill not more than 6 months old) or any other evidence that meets the criteria for verification. You also need to upload the completed id validation form by you. Please ensure your details on Foireann are correct. Please select your club and the role you are applying for vetting for. (Note that Foireann will not accept PDF files). Once you have uploaded the correct documents the Club Childrens' Officer will check your ID documentation and

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signed GAA ID validation Form. Failure to follow these steps of verification will see your application for vetting to be rejected.

Step 3: Completing the National Vetting Bureau (NVB) EVetting Application Form

Once you complete the Gaelic Games Vetting Invitation Form, the information is then submitted by the GAA to the National Vetting Bureau. You will then receive an online NVB form to complete to the email address you provided. Completing this form is a confidential matter between you and the NVB. All elements of the form including current and all previous addresses, email address, contact details, any convictions or prosecutions are required and must be declared on completing the form. Once all sections have been complete you can submit form and you will be informed of outcome of your application within 2-3 weeks. If you do not receive it, check your Spam and Junk folders.

Note: Applicants under the age of 18 and over the age of 16 are required to fill out a [Parental Consent Form](#) which must be scanned and uploaded onto your computer and attached as per the last step on this form.

Common issues that occur with vetting applications:

Failure to upload photo id, proof of address and signed ID Validation form. Application will be rejected.

Not adding a date of birth to your Foireann profile. This will prevent the vetting page being visible on Foireann. Application will be rejected.

If there is a mismatch between DOB on Foireann profile and that on photo ID. Application will be rejected.

Not completing the NVB on time. There is a window of 30 days from when you receive it to completion. Application will be cancelled and you will have to start again.

Drivers license is not considered a proof of address so utility bill is required. Otherwise application will be rejected.

Further information on evetting is available at:

<https://www.gaa.ie/the-gaa/child-safeguarding-and-protection/vetting> for hurling

<https://camogie.ie/administration/child-welfare/vetting/> for camogie.

It is the responsibility of every manager/coach/mentor/helper/member of executive or anyone within the club who is in contact with players to ensure that they have completed the evetting process. It is also important to promote best practice at all times using the [Code of Behaviour](#) resource as a guide. This can

Instructions re e-vetting Tralee Parnells Hurling and Camogie Club

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interests of our players and our club.

Any questions please contact:

childrensofficer.traleeparnells.kerry@gaa.ie

Name of Childrens' Officer: Agnes Sheehy 087 8377969

Name of DLP: Stephen Buttimer 0876351362