



# RUGBY LEAGUE IRELAND

## RLI Vetting Policy



## Introduction

Vetting is mandatory for members of Rugby League Ireland or clubs/teams wishing to take up specified positions. Vetting is one part of the recruitment process for specific roles and must be in place before the position is taken up. There are legislative differences in each jurisdiction, and this policy covers Ireland and Northern Ireland.

## Vetting in Rugby League Ireland

There are two types of vetting checks available to Rugby League Ireland – through the National Vetting Bureau (NVB) and Access NI (ANI); both checks are applicable to members.

Rugby League Ireland is a Registered Organisation with the NVB, however garda vetting is completed by the Federation of Irish Sport on our behalf.

In Northern Ireland a vetting check is called an Access NI and to volunteer/work with children an Enhanced Access NI is required. To process these, we use an umbrella body call Volunteer Now.

## Relevant legislation

Civil Service Commissioners Act 1956 Child Care Act 1991 – Sections 5; 61; 65 Children’s Act 2001 – Section 258

Children First Act 2015

Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 Part 3 Data Protection Act 2018

General Data Protection Regulation (EU) 2016/679 (GDPR)

National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 Private Security Authority Act 2004

Legislation and Information relating to Northern Ireland

Safeguarding Vulnerable Groups (NI) Order 2007 contains the legislation that makes it a legal requirement to not recruit a person barred from regulated activities. This is undertaken by obtaining an Access NI enhanced disclosure which is checked via the Disclosure and Barring Service (DBS). The DBS maintains a list of individuals who are barred from working with children and/or vulnerable adults. It is an offence in Northern Ireland to knowingly offer employment (paid or voluntary) to or allow someone to continue working who is on the DBS barred list.

## Relevant legislation and information

Access NI Code of Practice Disclosure and Barring Service

General Data Protection Regulation (EU) 2016/679 (GDPR) Part V of the Police Act 1997

Protection of Freedoms Act 2012

Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979 (as amended 2014) Safeguarding Vulnerable Groups (NI) Order 2007

Sexual Offences (NI) Order 2008 (NI)

## General Information

### Why is vetting required?

Vetting is part of the Rugby League Ireland recruitment and selection procedure for personnel with access to or working with children within Rugby League Ireland at local, regional and national level.

The vetting process does not provide clearance for people but provides information that may be relevant for an organisation in deciding the suitability of an individual to carry out a certain role working with or having access to children and young people. Vetting is one of the measures to protect children and young people in Rugby League Ireland and affiliated clubs against people who may be a risk to children by being a barrier for those unsuitable to work with children or young people.

### Who is responsible?

Rugby League Ireland is responsible for processing ANI or NVB applications through the relevant umbrella bodies at National Level and for making decisions regarding an applicant’s suitability to be appointed to the applied for role.

Club committees are responsible for ensuring recruited and appointed individuals are vetted in accordance with this policy at local club level.

### **Who is required to be vetted?**

All persons aged sixteen or over applying for a role that provides an opportunity for unsupervised access to children must undergo the vetting process. These positions are referred to as regulated positions defined within the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (NI) or as undertaking relevant work or activity defined in the National Vetting Bureau (Children and Vulnerable Adults) Act 2012 to 2016 (ROI).

Individuals who must be vetted are those applying for training courses or positions including but not limited to the following:

- Committee member U18 Club
- Children's Safeguarding Officer
- Coach
- Tutor
- Team Manager/Chaperone
- Official (except timekeepers)
- National Committees
- Regional Committees
- Rugby League Ireland employee (where relevant)
- Attendee at certain courses (where specified)
- Other personnel as may be considered

Within the structure of Rugby League Ireland these positions will have unsupervised access to young people and/or information that may be deemed sensitive or personal regarding young people. Final decisions on roles requiring vetting are made by Rugby League Ireland's National Children Officer.

### **When is an individual required to be vetted?**

All the above required positions must be successfully vetted before an individual is legally allowed to take up their chosen position(s). The requirement for vetting must be included in any job description where it is mandatory. The terms within this policy may affect an employment or volunteer position and therefore this policy must be available to prospective employees/volunteers at the time of application. Once an individual intends to apply for any vetted position a vetting application must be submitted for processing. An appointment to a vetted position is subject to a successful vetting outcome.

### **Re-vetting individuals**

All individuals will undergo re-vetting after four (4) years or as determined by Rugby League Ireland where required by circumstances, i.e. a shorter interval may be agreed with an applicant where disclosures are of concern but not prohibitive to membership.

Any existing Rugby League Ireland member may be re-vetted if information concerning an individual's suitability to work with children comes to the attention of a club, region or Rugby League Ireland. Where such an issue arises a risk assessment will be carried out in accordance to the Risk Assessment.

## Garda Vetting Instructions

### Vetting - Federation of Irish Sport

This is for members and clubs based in the Republic of Ireland.

### Legislation

The National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 – 2016 commenced on the 29th April 2016. From that date, a statutory obligation was placed upon all organisations to Garda vet every person prior to taking up a role which involves work with a vulnerable person and/or a person under the age of 18 years.

The Act also established the National Vetting Bureau (NVB) to oversee the e-vetting services previously administered by the Garda Central Vetting Unit.

Section 21 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 places a legislative requirement on relevant organisations to conduct vetting in respect of employees who were in their employment prior to the 29th April 2016, and who have not been previously subject of a vetting application by that organisation. In that regard, it has been directed by the Minister for Justice & Equality, that vetting must be sought in respect of this category of personnel by 31st December 2017.

### What if the applicant is under 18 years of age?

Federation of Irish Sport vetting is available to any person who is currently 16 years of age. A parental/guardian consent form (NVB 3 Form) must be completed, for applicants who are 16 or 17 years of age.

### Is it an offence if you are not vetted?

It is now a criminal offence, to permit any person to commence working with children or vulnerable persons without that person first obtaining a vetting disclosure from the National Vetting Bureau in respect of the role for which they have been recruited

### E-Vetting

E-Vetting replaces all previous paper vetting systems and vetting for members of the Federation of Irish Sport involves 3 easy to follow steps:

Step 1 Applicant Completes Section 1 and Section 2 of NEW NVB 1 Form.

Step 2 Rugby League Ireland's National Children's Officer completes Section 3 of NVB 1 Form and ticks the Identification they are sending to the Federation of Irish Sport (100 points required).

Sections 1, 2 and 3 and copies of the Applicants ID are then posted to the Federation of Irish Sport along with payment.

Step 3 Once all documentation has been received by the Federation of Irish Sport, all information will be forwarded to the National Vetting Bureau (NVB).

The NVB will issue the applicant with the online NVB Vetting Application Form. This will be issued to the email address he/she provided in Section 1 – Personal Information (NVB 1 Form).

Please note that where the applicant is under 18 years of age the electronic correspondence will be issued to the Parent/Guardian.

The applicant completes their Garda vetting on-line. The result of the application will be sent to the Federation of Irish Sport who will then forward to the Facility provided in Section 3 of the NVB 1 Form (Rugby League Ireland).

**What you need to do?**

Contact Rugby League Ireland with a request to vet current and new members of your club by emailing [nco@rli.ie](mailto:nco@rli.ie)

\*Please note it is a club's responsibility to undergo this process

You will be sent the relevant forms and instructions like those detailed above via email.

Complete NVB 1 sections 1 and 2.

Supply copies/photos of Identification scoring 100 or more.

If vetting someone 16 but not 18 years of age, complete form NVB 3 also.

Send all of the above the National Children's Officer - [nco@rli.ie](mailto:nco@rli.ie)

Once received by the Safeguarding Officer, documents and ID will be checked for errors and complete section 3. (All information and documents sent are kept private and only to be seen by the Safeguarding Officer and Vetting Service). From here RLI waits for a reply from FIS regarding vetting results.

Once received RLI will:

Confirm result from vetting with club/applicant.

Destroy all documents and information sent to vetting services and authorities.

Vetting will stand for 4 years, after this it is RLI policy to re vet.

## Access NI Instructions

This is for members and clubs based in Northern Ireland.

### Legislation

Safeguarding legislation enables organisations to carry out background checks on those individuals they engage to work, or volunteer, in regulated activity. The checks are issued by AccessNI.

The Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012 defines 'regulated activity' with children and adults. Regulated activity is work which a barred person must not undertake. It is a criminal offence for a barred person to seek or undertake work from which they are barred, and it is an offence for organisations to 'knowingly employ' a staff member or involve a volunteer in regulated activity if they are barred.

### Under safeguarding legislation:

- a person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer, or try to work or volunteer, with those groups
- an organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law
- if your organisation works with children or vulnerable adults and you dismiss a member of staff or a volunteer because they have harmed a child or vulnerable adult, or you would have done so if they had not left, you must tell the Disclosure and Barring Service (DBS)

### Who needs to be vetted?

Any person who carries out a role in 'regulated activity'.

From 10 September 2012 regulated activity relating to children includes:

1. Unsupervised activities: teaching, training, instructing, caring for or supervising children, providing advice/guidance on well being, driving a vehicle only for children;
2. Work for a limited range of establishments (specified places) with opportunity for contact with children for example schools, children's homes, childcare premises, children's hospitals. Work undertaken by supervised volunteers in these places is not regulated activity.

Work under 1 or 2 is regulated activity if undertaken regularly. Regular means carried out by the same person frequently (once a week or more) or on four or more days in a 30 day period or overnight.

If a post meets the definition of regulated activity, organisations must request an Enhanced Disclosure with Barred List check through AccessNI on the preferred candidate prior to confirming an offer of work/volunteering. If not barred, the organisation will use its discretion regarding any criminal history information which may be contained on the Disclosure certificate.

### What if the applicant is under 16 years of age?

You must be 16 years old or over to get an enhanced check.

### Is it an offence if you are not vetted?

It is now a criminal offence, to permit any person to commence working with children or vulnerable persons without that person first obtaining an enhanced disclosure from Access NI in respect of the role for which they have been recruited.

### Process:

The majority of the process is carried out online via [X](#). Being a smaller body we must use an Umbrella Body which is currently [X](#)

Individuals to carry out process as outlined in Applicant Instruction by [X](#), found [here](#)

Role to be Coach, Manager, etc.

Note organisation is Rugby League Ireland along with club name.

Enter relevant information including Application Reference onto form.

Send form and copies of the relevant ID documents outlined to [X](#)

Once received, documents and ID will be checked for errors and Club/RLI will complete the Identity Validation section. (All information and documents sent are kept private and only to be seen by the Relevant Person & Access NI).

RLI then submits the application to X for processing.  
Individuals should receive completed check in the following weeks. Once received RLI will:  
Confirm result from vetting with club/applicant.  
Club/Association to make decision regarding individuals appointment  
Destroy all documents and information sent to vetting services and authorities.  
Vetting will stand for 4 years, after this it is RLI policy to re vet.