



# An Coimisiún le Rincí Gaelacha (Faoi scáth Chonradh na Gaeilge)

2019

## DBS VETTING - PROCEDURAL GUIDELINES

All registered persons, and lay members of Regional Councils who have not been vetted, or have an out of date certificate shown in the records, will receive an electronic vetting application email, from the DBS. The recipient must read the contents very carefully, access the system as described and complete their application. Failure or delay in doing so will result in electronic [automatic] reminders being sent every 10 days.

Note must be taken of the need to gather the documents capable of supporting the applicant's identity [a list is given] and that the nominated **Identity Verifier**, whose details are registered with the DBS, must be contacted and seen for this part of the process to be completed.

Once you have seen the ID Verifier, he or she will input your details into the DBS vetting system, which will connect with the application previously submitted by you, and systems' searches commence.

The resulting Disclosure will be available on line to the applicant as well as the CLRG Vetting Officer, who will consider any findings, then confirm and register the vetting status of the Applicant with CLRG, as well as informing him or her that this has been done, and issue a vetting reference number. There will no longer be a requirement for Disclosure certificates to be copied by the teacher and sent on to the Vetting Officer.

At this time vetting fees as originally paid in the *old* system have not changed, these being: **£77 for registered persons, and £33 for non registered persons.**

The appropriate fee must be paid direct to the CLRG Office, once the on-line application has commenced. Failure to do so will halt the application.

In future, you will be required to submit your vetting certificate along with Insurance documents etc to the CLRG Office, as part of your teacher registration, again a failure to produce this will mean registration is denied.

Vetting is a legal requirement for all persons working with children / vulnerable adults in England, Scotland and Wales. You are obliged to ensure that any person working with you or on your behalf, or employed by you to work with children/ vulnerable adults [for instance a Teaching Assistant] have also been vetted. Please be aware that any teacher or adjudicator not holding a valid Disclosure & Barring Service, or Disclosure Scotland [PVG] Certificate cannot be registered for 2019-2020 by An Coimisiún le Rincí Gaelacha, by law.