

Garda eVetting Process FAQ's

Q.1 Can we start/run a Dojo in Ireland without anyone being Garda vetted ?

No all **VOLUNTEERS must be vetted before commencing**. We are using the new E-vetting system which has a very quick turnaround time.

Q.2 Is it ok to begin with no vetting, if every child in the group has a parent/guardian present?

No, new legislation does not permit any activities within a Dojo to begin until volunteers are vetted. Parents do not need to be vetted unless they have chosen to volunteer at a Dojo. If a parents decides to (Mentor/Make Tea/Play Games/Lead Discussions/Speak/Demonstrate A Skill) they must be vetted.

Q.3 if someone is vetted under another organisation do they need to be vetted again under CoderDojo?

Yes, they must be vetted by CoderDojo via the new eVetting System. We cannot accept other organisations vetting acceptance. Each organisation has different levels of what they expect depending on what the volunteers role and the function of the organisation.

Q.4 Is it mandatory that a mentor be vetted before they can participate?

Yes, it is now **against the law** to mentor unvetted.

Q. 5 Is it mandatory for any parent/guardian be vetted before they can bring their own child?

No, but when a parent moves from parent to volunteer, then they will need to be vetted.

Q.6 If you've been vetted before e-vetting do you have to do it again?

If you have been vetted by the paper forms in the past two years you will not be required to be revetted by the CoderDojo Foundation. The old paper vetting system is still valid and stands - E-vetting is just a new and more efficient way to get lots of people vetted.

Q.7 I'm a Champion. How Do I get our volunteers eVetted?

Garda Vetting is a requirement of the National Vetting Bureau Act 2014 which was commenced on 29th April 2016 so now all volunteers at a Dojo must be vetted.

Your Dojo must be registered on Zen and have signed the [CoderDojo Charter](#).

Your Dojo Champion/Garda Vetting Contact Person will apply for vetting upon your request by filling in an application form, available at <https://goo.gl/Hf9A3k>

Once the Dojo has adopted the CoderDojo Child Protection Policy, the CoderDojo Champion/Garda Vetting Contact Person will then be sent the CoderDojo Garda Vetting Process Documents.

All volunteers who have contact with young people at the Dojo must go through the Vetting Process. As a Champion you must:

- Ask all volunteers to fill in a **Vetting Invitation Request Form**.
- You must verify the **identity and addresses** of each volunteer and keep a photocopy of these document in a **file at your Dojo**.
- Fill out or assist the volunteer in inputting this information into our **online google form** and,
- **Post the Vetting Invitation Request form** (*original/handwritten*) to the CoderDojo Office.

Once this has been done your volunteer will be sent the e-vetting invite to fill out the full vetting form online. When the result comes back the CoderDojo Foundation will inform you and the volunteer in question.

Q.8 I'm a Volunteer - What do I have to do to get eVetted for CoderDojo?

Your Dojo's Champion/Child Protection Office will apply for vetting upon your request by filling in an application form, available at <https://goo.gl/Hf9A3k>. You will be asked to:

- Fill out a Vetting Invitation Request Form.
- Provide some forms of ID to be checked by your Champion/Child Protection Contact Person. (Passport, Bill, Driver's License).
- Fill out our Google Form online with your Champion/Child Protection Contact Person or ensure they fill this out on your behalf.
- Ensure the Champion sends off your vetting invitation form and,
- Fill out the E-vetting form, which will be sent to you by email, within 30 days.

Q.9 I'm a Youth Mentor - What do I have to do to get eVetted for CoderDojo?

Youth mentors between the ages of 16-18 must fill out the Vetting Invitation Form and the Parental Consent form NVB 3. Both forms must be sent to Rachel at the CoderDojo Foundation on completion and once the online form has been completed.

Q.10 Why do I need to verify ID and address?

All champions must keep a record of their volunteers I.D's and personal details on file in case they are required for reference at a later date.

Q.11 What do I do once I have verified ID and address?

You proceed to help the volunteer fill out the online application. Once the online application is submitted and the hard copy of the vetting invitation received by Rachel in The CoderDojo Foundation, Unit 1 Dogpatch Labs, Custom House Quay, Dublin 1. Your application will be processed.

Q.12 How long does the whole process take?

eVetting is entirely dependant on prompt submissions of vetting invitation forms from you.

E-vetting is a faster more efficient method of vetting and once completed on the E-vetting system the result of a standard vet is turned around in 48 hours. For those who have lived abroad this can take a bit longer.

Q. 13 How long do I have to complete the E-vetting form?

E-vetting process - 30 days validity

Hard Copy of the Vetting Invitation form - unlimited but please send to Rachel as swiftly as possible to ensure a smooth application process.