Re: Reopening of Youth Theatre Ireland Vetting Service:

Temporary Procedures during COVID-19 Restrictions

Dear Youth Theatre DLP'S/ persons in charge of vetting,

Youth Theatre Ireland had to suspend our vetting service since the 13th March due to the team working from home and not being able to implement our usual ways of processing vetting applications securely. As the situation with COVID-19 is ongoing and so many of you are working online with your groups, we want to be able to support you to the fullest at this time and so have relooked at how best we can reinstate the vetting service.

Our vetting service will reopen on Monday 27th April in a fully digital format.

No more post!!

HOW WILL IT WORK?

- As the DLP, you will email the Vetting Subject the vetting forms (cover sheet and vetting invite form), also requesting proof of ID and Address and providing them with the relevant information about the vetting process as you would have done before.
- The Vetting Subject will then email you back, attaching the documents by scanning or taking clear photos - whichever they can best do from home. It is recommended to use the email confidentiality/encryption setting in all your correspondence with the applicant and vice versa. For advice on how to operate these settings please contact Louise directly at louise@youththeatre.ie. See note below for example on the confidential setting in Gmail.
- It is vital that you then check all the documents and sign off on them, making sure all is present and correct (boxes ticked, signed, dated, legible personal information)
- Email the Vetting Subjects documentation to Louise on the email vetting@youththeatre.ie
- Louise will then process the Vetting Subjects details as normal on the Garda Vetting Portal. From there the process continues as it usually does – the vetting bureau will issue the link to the applicant to complete their application online, it will come back to Louise for review and, all being correct, she will submit back again to the bureau for processing. If there is any anomaly in details provided, Louise will email you as DLP and cc the applicant to get it rectified. It is important to remind the applicant that once they receive the vetting application link from the bureau in their email, they have 30 days to complete it until expiry.
- Once the vetting application is completed and a disclosure has been returned to Louise from the bureau, she will email this to the DLP as a password protected document. <u>You will receive the document password in a separate email to the</u>

disclosure document. It is vital that you then store any disclosures securely in line with your youth theatre's data protection/confidentiality policy. We highly recommend that disclosures are encrypted and/or password protected before being saved.

- The applicant is entitled to a copy of their vetting disclosure if requested. Again, if sending this in an email attachment make sure it is encrypted or password protected.
- Any vetting applications that were sent by post to the Youth Theatre Ireland office after 12th March will have to be resubmitted again through email. Please contact Louise if in any doubt about this.

REMINDER:

If the youth theatre is engaging any new facilitator, guest interviewee, other adult contributor in an online capacity (through Zoom or elsewhere) in the presence of young people, they will have to be vetted!

A vetting disclosure must be returned to you as DLP before the person can engage online or start work/ volunteer with your young people. This may require some forward planning ahead of the time.

Louise works part time, Monday to Wednesday, so any vetting applications/ vetting emails/ correspondence will be dealt with on those days only.

If you have any further questions on this please email Louise at vetting@youththeatre.ie

NOTE:

Activating Confidential Email Setting in Gmail

1. On your computer, go to **Gmail**.
2. Click Compose.
3. In the bottom right of the window, click Turn on confidential mode . Tip: If you've already turned on confidential mode **for an email**, go to the bottom of the **email**, then click Edit.
4. Set an expiration date and passcode. ...
5. Click Save.