

## **Youth Theatre Ireland Vetting Service:**

Dear Youth Theatre Designate Liaison persons/persons in charge of vetting:

**Since the advent of remote work in April 2020, our vetting service has operated in a fully digital format.**

**No more post!!**

### *HOW DOES 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.
- The Vetting Subject will then email you back, attaching the documents by scanning or taking clear photos.
- 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 Cathal on the email [vetting@youththeatre.ie](mailto:vetting@youththeatre.ie)
- Cathal will then process the Vetting Subjects details as normal on the Garda Vetting Portal. From there the vetting bureau will issue the link to the applicant to complete their application online, it will come back to Cathal for review and, all being correct, he will submit back again to the bureau for processing. If there is any anomaly in details provided, Cathal 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 Cathal from the bureau, he will email this to the DLP. 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.

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.**

Cathal 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 Cathal at [vetting@youththeatre.ie](mailto:vetting@youththeatre.ie)