

# Vetting- Foireann

Dear Children's Officers and Secretaires,

I wish to inform you that our new vetting system has gone live this morning Monday 4<sup>th</sup> of April. The system is now part of Foireann and it is through this system that a individual will now apply to be vetted.

The Vetting process is still broken down into three steps. Which are outlined in further detail below.

A webinar on the new vetting system will take place on **Tuesday 12<sup>th</sup> of April at 7pm**. The webinar is open to all to attend to be brought through the new system and will be recorded and available after. Further details on how to register and submit any questions for the webinar will follow later this week.

Please note that you will now be required to update your Vetting section on your Club and County websites. When doing so please place a link to our website as this is where the most up to date information will be. Our website will be updated over the next few weeks with videos on the process and of the webinar.

<https://www.gaa.ie/the-gaa/child-safeguarding-and-protection/vetting>

## How to apply for Vetting in the Gaelic Games Association

### Step 1 Logging in to Foireann

Log into your account on Foireann or create an account on Foireann [www.foireann.ie](http://www.foireann.ie)

Please click on hyperlink for step by step guidance on [how to apply for vetting on Foireann](#).

### Step 2 Gaelic Games Vetting Invitation Form

Once logged into your account on Foireann please click on the **Qualifications and Vetting** tab and then click **Apply to be Vetted**. Please ensure your current details on your profile are correct. Please then select your Club and or Association you wish to be vetted for and the role you are applying for vetting.

It is now a requirement to upload a copy or screenshot of your Photo ID (passport or drivers' licence) and a proof of your current address in the form of a Utility Bill (no more than 6 months old). You are also required to print and sign the Gaelic Game Vetting ID Validation Form and upload this a part of your vetting application. The full list of documents which are accepted for verification can be found [here](#)

Your Club Children's Officer will then check your ID Documentation and your signed Gaelic Games Vetting ID Validation Form. If the documents are correct your application will be validated by your Club Children's Officer and submitted to the GAA. If the documents are not correct your Club Children's Officer will reject your application and you will be required to upload the correct documentation.

### Step 3 Completing the National Vetting Bureau EVetting Application form

Once you complete the Gaelic Games Invitation Form the information provided is forwarded to the NVB by the GAA and you will receive an on-line NVB Vetting Form to complete.

The NVB will issue you with the NVB Vetting Application form. This will be issued to the email address you provided in your Gaelic Games Invitation Form.

Completing this form is a confidential matter between you and the NVB. All sections of the form including current and previous addresses, email address and contact telephone numbers, information on convictions and prosecutions (if any), plus other information will be required when completing the form.

Once all sections of the form have been answered this then completes your application process for E Vetting in the GAA and within a short period of time you shall be contacted by the GAA to informing you as to the outcome of the vetting application.

### **Role of the Club Children's Officer**

As Club Children's Officer you are required to be provided with access to the **Vetting Admin** section of Foireann. Your Club Registrar can assign you this access. You must use your Children's Officer email address for this. If you have not setup your Children's Officer email address, then your club secretary will need to request this setup by emailing [mail.support@gaa.ie](mailto:mail.support@gaa.ie)

If your Club is a One Club Model, then each Children's Officer can be provided with access.

Please click on hyperlink for step by step break down of [how to assign vetting access to the Club Children's Officer.](#)

The Club Children's Officer will now be informed as to when an applicant applies for vetting, this will be sent to you childrens officer email address. Email notifications are issued from [noreply@gaa.ie](mailto:noreply@gaa.ie)

The ID Validation step will now take place online. The applicant is required to upload Photo ID (passport or drivers' licence) and a proof of their current address in the form of a Utility Bill (no more than 6 months old). The applicant must also print and sign the [Gaelic Game Vetting ID Validation Form](#) and upload this a part of their vetting application. As Children's Officer your role is to validate that the ID and address matches the details on the applicants Gaelic Games Vetting Invitation Form, along with a signed copy of the Gaelic Games Vetting ID Validation Form. If all three are attached and correct you click **validate** and the application will progress to the Association. If all three are not attached and correct you click **reject** and the application will be returned for the applicant to completed again.

It is a requirement by the Garda National Vetting Bureau that an individual seeking vetting is validated that the individual is who they say they are. This step is mandatory and must be completed by the applicant and validated correctly by the Club Children's Officer

Please click on hyperlink for step by step break down of [how to review a members application as Club Children's Officer.](#)

**Please note that the Association the applicant applies to be vetted for will not have oversight of the application until the application is validated at Club level.**

Once the individual is deemed suitable to work with children, the individual will receive a vetting acceptance letter. The Club Children's Officer will also receive an email with a copy of the letter.

The requirements to work with children in the Gaelic Games Association which must be completed, prior to commencing their role(s) are vetting and child safeguarding training. If you are a coach, you must also obtain a minimum coaching qualification.