

## RDAI Guidance Document How To Complete the Garda Vetting Process



**Please note that new volunteers are legally required to complete the Garda Vetting process before starting with a group.** *(We recommend that you invite any prospective volunteer to visit your group once or twice and observe what happens at a ride, before he/she decides to commit and signs up to become a volunteer).*

### **eVetting Applications**

Any person wishing to become a volunteer with RDAI must complete their Garda Vetting process through Horse Sport Ireland. It will be necessary for each applicant to log on to the HSI website at the below link:

<http://www.horsesportireland.ie/governance/garda-vetting/>

**\*\* Please note that all applicants will require a valid email address to complete this process.**

- The above link will instruct applicants to review the “eVetting 6 Step process” at the top of the page, where the eVetting process is outlined in full. This document outlines at Step 1 that HSI requires all applicants to pay a €10 administration fee.
- Once the applicant completes the payment process as outlined at Step 1, he/she will receive an automatic email with the HSI eVetting Invitation and ID Validation Form attached\*.
- The form should be downloaded by the applicant, who will complete accordingly, and have their ID Check\*\* carried out.
- **Please note you will have to state on the application form your role in RDAI as one of the following: coach, leader or side helper (side walker is also accepted).**

**\*\* ID Check:** It will be necessary to have completed ID documents verified by either the **Children’s Officer or Secretary of the group the new applicant is intending to work with**, before documents are returned to HSI. (This is required as proof that the applicant is known to those involved).

- Fully completed forms must be posted back to HSI at the address listed on the form. HSI process the forms and all applicants will then receive an email to complete the remainder of the application online.
- **NB - Check your email regularly until you receive your Invitation to complete an online vetting application (the invitation expires within thirty days – if you don’t act within that time span, you will have to re-apply!).**
- Once the online section is completed by the applicant, the National Vetting Bureau will release the vetting check back to HSI and the decision on approval will be sent via post to the volunteer.

### **Paper Applications**

For anyone without computer access, please contact Paul Hayes in HSI as above, for paper copies of the documents. Where possible, we encourage people to use the eVetting process as paper applications can take up to two months to process by the National Vetting Bureau. eVetting applicants currently take two weeks on average.

### **Guidelines for the €10 Admin Fee**

Where possible, RDAI suggests that this €10 fee is refunded to the applicant from Group funds, and the group may then apply to RDAI Treasurer for a refund, by providing proof of GV clearance (*photocopy of individual clearance letter from HSI*).

**Please copy this page and give to any prospective volunteer.**

**RDAI Guidance Document  
Additional Garda Vetting Information**

**TY Students**

Transition Year students **MUST** be aged 16 or over. They must complete their Garda Vetting through Horse Sport Ireland before starting to help with a group. In order to complete this, they must first have a letter of consent from their parent/guardian, giving permission for them to go through the GV process.

**Carers**

Carers who come from schools/centres and act as side walkers do not need to be Garda Vetted through HSI unless they have also signed up to be a volunteer with RDAI. Please note that it is the responsibility of their employer to include such duties in the employee's job description and to inform their Employers' Liability of same.

**Group Children's Officers**

Group Children's/Welfare Officer must keep a copy of all individual Garda clearance confirmation letters, and a copy of each volunteer's Safeguarding certificate. It is this person's responsibility to remind each group member when their Safeguarding course must be renewed (every three years) and Garda Vetting (every five years).

**Safeguarding Training**

Each volunteer must complete a Safeguarding Level 1 Course within three months of having completed Garda Vetting. These courses are run through HSI and through Local Sports Partnerships.

**Vetting Renewals**

**\*\* It is the responsibility of every volunteer to renew their Garda Vetting every five years. This is a legal requirement. \*\***

**Enquiries**

If you have any questions or need help with this, please contact RDAI National Welfare Officer Mary Walsh:

E: [rdaiwelfareofficer@gmail.com](mailto:rdaiwelfareofficer@gmail.com)

Tel: 087 2251267