

FREQUENTLY ASKED QUESTIONS

1. What is the timeframe for the vetting applications?

That depends. The first stage (school stage) of the vetting process is conducted between the school and the applicant before submitting the form to the NVB. The school must verify the identity and address of the applicant and conduct all the checks that they are required to perform before submitting the form to the National Vetting Bureau (NVB).

Once the form is submitted, the NVB will issue an invitation to the applicant via email for them to complete their application. Once the applicant accepts the invitation and submits their details to the NVB then the NVB will commence processing their vetting application.

Once submitted, the average time for the processing of vetting applications by the NVB is 16 – 18 working days and this is the case for 85% of applications. It is worth noting that applications from vetting subjects who have lived in the EU (outside of Ireland) will take up to an additional two weeks and for applicants who have lived in the UK it will take up to 20 days longer.

Common delays that can occur in the vetting process are set out below:

- When vetting subjects fail to respond to requests for information from the school (application form), from the JMB or from the NVB;
- When vetting subjects fail to accept the invitation from the NVB in time (30 days) and they have to restart the vetting process as a result;
- When vetting subjects do not take the time to review their completed application form for accuracy before submitting it to the NVB, particularly in relation to the following areas:
 - Ensuring their name is filled in correctly;
 - Ensuring they have answered the preliminary questions correctly;
 - Ensuring they have selected the correct country from the drop-down list for each address;
 - Ensuring they have submitted a full address history of each address they have lived in since birth.

2. Transition Year Students

(a) Can a Revolut statement be used as a proof of address for TY students?

No, a Revolut Statement cannot be accepted. The statement must be from a recognised bank or building society.

In many cases the 16 and 17 year olds will not have a compliant proof of address document and they will rely on a letter from the school principal. This letter must be on headed paper and it must be dated. It should include the name and address of the student.

(b) Transition Year students often have a Public Services Card. Can this be used as Proof of Identity?

No, the only documents which can be used as proof of identity are:

- a Passport from country of citizenship,
- an Irish Driving Licence or Learner Permit,
- an Irish Certificate of Naturalisation or
- a National Identity Card (EU/EEA/Swiss Citizens).

(c) Can the Deputy Principal provide a letter for the purposes of proof of address for students attending the school?

It is acceptable for the deputy principal to write the letter confirming the student's address and attendance; however, they may not validate the letter they have written. If the deputy principal writes the letter, the validation process will have to be carried out by another validator within the school for example a second DP, TY coordinator or the school secretary.

3. Can a person be employed or engaged by the school pending vetting?

No, the Act states that a relevant organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person. The only exception to this is where relevant organisations have in place a joint agreement in accordance with Section 12(3A) of the Act.

A person who contravenes Section 12 (1) of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 shall be guilty of an offence.

4. Who needs to be vetted?

All persons engaged in **'relevant work or activities'** must be vetted prior to being employed or placed in the school setting.

"Relevant work or activities" means any work or activity carried out by a person where a necessary and regular part of that work or activity consists mainly of the person having access to, or contact with, children or vulnerable persons.

For the full list of roles requiring vetting please see page 10 and 11 of the **JMB Vetting Procedures for Schools 2026**.

5. Does the validation of identity have to take place in-person?

It is mandatory that all Garda vetting verifications are conducted in person by a representative of the recruiting organisation. This face-to-face identity check strengthens the vetting process and enhances safeguarding measures.

6. What documentation does the school need to retain?

The school needs to retain the NVB1 and NVB3 forms, the proof of identity, the proof of address and the completed NVB1 and Identity Document Validation Form.

Hard copies of the documents should be retained for six months after which a digital copy will suffice. The documentation should be retained for the duration of the vetting subjects' engagement with the school. The school should adhere to the

retention schedule set out in the school's Data Protection Policy. For further details on the retention of documents please see [Bulletin 17 2021/2022](#)

Confidentiality is absolutely essential in the processing of vetting applications. It is vital to ensure that the appropriate security arrangements are in place at all stages of the vetting process to protect the security, confidentiality and integrity of all personal data of applicants.

7. Does the school need to vet Board of Management or Parent Council members?

The role of Board of Management member or Parent Council member does not qualify for vetting. However, if the individual is carrying out "relevant work or activities" in the school for example supervision, they must be vetted.

8. Does the school need to vet PME students?

All student teachers must be vetted prior to commencing the placement in the school. Where PME's are vetted by third level institutions, the disclosure can be shared with schools only when there is a data sharing agreement in place. JMB can also process vetting applications for schools in respect of PMEs.

9. Does the vetting subject receive a copy of the disclosure from the NVB?

No, the disclosure is uploaded to the school portal by the JMB. The principal should download the disclosure and print two copies of the document. A copy should be retained in the school and a hardcopy of the disclosure should be provided to the vetting subject.

10. Can the School User and the Validator be the same person?

Yes, the school secretary might carry out the role of validator and school user, however it is probably not wise to have only one person on the staff dealing with all vetting applications as issues may arise if the person is on leave.

11. How often should an employee be re-vetted?

There is currently no legal requirement to re-vet non-teaching personnel who have already been vetted and who have continuous service with the school. However, it is worth noting that the National Vetting Bureau (Children and Vulnerable Persons) (Amendment) Bill 2022 is under consideration and is presently at the Third Stage (Committee Stage) in Dáil Éireann. Section 4 of the Bill states that "the Bureau shall remove any entry in relation to a person from the register of general consents if a period of three years has passed since the date on which the person gave consent under section 13A"

It will take some time for this bill to complete its passage through the Dáil and Seanad Éireann before being signed into law by the President and it is likely that it will undergo changes at the various stages.

However, we would advise schools to consider adopting a three-year cycle of re-vetting for their personnel when feasible. The Teaching Council implements a policy of re-vetting teachers every three years, and this is considered good practice.

12.If an individual has been vetted through another JMB school, is there a reason why the school cannot contact the other school for a vetting disclosure instead of having to go through the process again?

There is not currently a procedure in place to allow the sharing of disclosures between schools. The Act states that a relevant organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person. The only exception to this is where relevant organisations have in place a joint agreement in accordance with Section 12(3A) of the Act.”

Garda vetting is not portable between employers or organisations primarily to ensure that safety checks are current, accurate, and specific to the role. The fact that the disclosure is non-transferable helps to prevent fraud or forgery, ensuring that the vetting process remains a trusted, secure mechanism.

13.Will we ever be able to see if applicants followed up with the vetting link issued by the NVB?

Schools cannot track the progress of an application on the NVB portal; however, the applicant can track the progress using the data provided in the information email. It is worth noting that the school may need to follow up with the Vetting Subject to ensure that they have received the invitation, completed the application and submitted it to the NVB.

Schools can check the status of the application on the JMB portal as outlined in the ***JMB Vetting Procedures for Schools 2026*** page 23.

14.Why do we not receive a text message when the vetting disclosure is available to download?

When the JMB moved to the online portal the texting service was discontinued as contact persons can log into the portal at any time and can see if a disclosure is available.

15.What are the requirements in relation to the completion of a Statutory Declaration and Form of Undertaking?

The child protection related **Statutory Declaration Form** must be provided to the school authority by all persons appointed to teaching and non-teaching positions of any duration unless the person has previously provided the school authority with a statutory declaration which was made during the same or previous calendar year. In addition, a **Form of Undertaking** must be signed by all people prior to appointment to any teaching or non-teaching position of any duration. The Form of Undertaking and completed Statutory Declaration must be retained by the school authority.

The JMB advises schools to ensure that all persons engaged in relevant work or activities complete a Statutory Declaration and Form of Undertaking prior to commencing any such duties.

16. What are the key considerations that the principal should take into account when assessing a candidate for employment where a criminal record, a 'process pending' or specified information is included in the Vetting Disclosure?

When a criminal record, a 'process pending' or specified information is included in the vetting disclosure, the principal should contact the JMB for advice. Each case must be assessed on its merits. In deciding whether a particular conviction renders a candidate unsuitable for appointment, the school will have regard to:

- the nature of the offence and its possible relevance to the post;
- the date of the offence (offences many years in the past may be less relevant than more recent offences);
- the frequency of the offence (a series of offences will give more cause for concern than an isolated minor conviction).
- offences which are not sexual or violent in nature or drug related offences of a minor nature committed before the age of 18 will be judged in the light of the age of the applicant at the time of the offence.

17. What rights does the applicant have if the offer or employment is withdrawn due to unsatisfactory vetting?

It is important to note that no right to fair procedures arises in respect of a person that is not an employee of the school. The person's candidacy is subject to satisfactory vetting. Where vetting is not satisfactory due to the disclosure of a criminal conviction or child protection concern then that person's candidacy ends. They are not an employee of the school.

The candidate is entitled to bring a legal challenge if they wish. However, so long as the school has conducted vetting properly, considered the disclosures and applied their own vetting policy they will have a robust legal defence to any such challenge.

18. Is there a generic vetting policy that schools can use?

Yes, a vetting policy template is available on the JMB website.

The National vetting Bureau website contains a frequently asked questions section which can be accessed here [FAQs - National Vetting Bureau](#)