

Greystones Sailing Club

Garda Vetting Policy

1. Policy Statement

Greystones Sailing Club (GSC) is committed to safeguarding children and young people and ensuring that all persons working with, supervising, or having access to children and vulnerable persons are suitable to do so.

In line with **Irish Sailing Association Safeguarding Requirements**, Greystones Sailing Club requires **Garda Vetting** for all relevant roles and will ensure that vetting is carried out, recorded, and managed in a safe and confidential manner.

2. Scope

This policy applies to:

- All instructors, coaches, and assistant instructors
 - Volunteers who have access to children or vulnerable persons
 - Committee members involved in junior or youth activities
 - Any individual undertaking a role that involves regular, necessary, or supervised access to children or vulnerable persons
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3. Legislative Framework

This policy operates in accordance with:

- National Vetting Bureau (Children and Vulnerable Persons) Acts **2012–2016**
 - Children First Act **2015**
 - Irish Sailing Association Safeguarding Policies
 - Tusla Children First Guidance
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4. Roles Requiring Garda Vetting

Garda Vetting is required **before** an individual may commence duties in any role that includes:

- Coaching, instructing, supervising, or mentoring children
- Access to junior participants during club activities
- Responsibility for safeguarding decisions or oversight

No person will be permitted to work in such a role until vetting clearance has been received and approved.

5. Vetting Process

Greystones Sailing Club will:

- Process Garda Vetting through **Irish Sailing**
 - Ensure all required identification and documentation is provided
 - Record vetting completion dates and clearance status securely
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6. Validity and Renewal

- Garda Vetting must be **current and valid**
 - Vetting must be renewed when out of date
 - Sooner if required by Irish Sailing, legislation, or a change in role
 - Individuals are responsible for notifying the Club if their circumstances change in a way that may affect vetting suitability
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7. Confidentiality and Data Protection

- Vetting information is treated as **strictly confidential**
 - Vetting disclosures are reviewed only by the **Designated Liaison Person (DLP)** or an authorised officer
 - Records are stored securely in line with **GDPR** and data protection legislation
 - Information will only be shared on a **need-to-know basis**
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8. Non-Compliance

Failure to:

- Complete Garda Vetting
- Renew vetting when required
- Provide accurate information

may result in:

- Suspension from duties
 - Removal from the role
 - Restriction from access to junior activities
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10. Responsibilities

- **Designated Liaison Person (DLP):** Oversees vetting compliance and safeguarding alignment
- **Club Committee:** Ensures vetting policy implementation
- **Senior Instructor:** Confirms instructors and assistants are vetted prior to courses
- **Individuals:** Ensure vetting remains current and comply with policy requirements

11. Review

This Garda Vetting Policy will be reviewed **annually** or in line with:

- Updates from Irish Sailing
- Legislative changes
- Club operational needs

Approved by:

Greystones Sailing Club Executive Committee

Mark Hanley – Centre Principal

Date:

08/02/2026

Review Date: February 2027