



Student Garda Vetting Policy

1. Context/Background

The University is required by section 12(4)(d) of the [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012](#) to operate a system of Garda vetting in respect of those students who will undertake work or activities which involve unsupervised access to children and/or vulnerable persons as part of their programme of study.

Trinity College Dublin offers several undergraduate and postgraduate programmes where students must undertake placements or other activities in external organisations that will bring them in contact with children and/or vulnerable persons.

Any queries in respect of this policy should be raised with the Academic Registry Liaison Person at ARgardavetting@tcd.ie.

2. Purpose

The purpose of this Policy is to provide clarity to students and staff on the requirements in relation to Garda Vetting for both prospective and registered students of Trinity College Dublin.

3. Scope

This policy applies to all students who are currently enrolled in and/or applicants who have accepted an offer for a Trinity programme requiring Garda vetting, as listed on the [Academic Registry website](#).

It also applies to students placed by the University in relevant organisations as part of their studies, training, placements or internships. Any student expected to take part in 'relevant work' involving children and/or vulnerable persons must comply with the Garda vetting process.

4. Definitions

- The term 'student' refers to both registered students and those who have accepted an offer to study.
- National Vetting Bureau (NVB) – The National Vetting Bureau is the single point of contact in An Garda Síochána to conduct Garda Vetting. Its primary objective is to provide an accurate and



responsible vetting service which enhances the protection of children and vulnerable persons through enabling safer recruitment decisions.

- Relevant Work - Any work or activities, carried out by a person, a necessary and regular part of which consists mainly of the person having access to or contact with children or vulnerable persons. Details of relevant work or activities are outlined in part 1 and 2 of Schedule 1 of the [National Vetting Bureau \(Children and Vulnerable Persons\) Act 2012](#).
- Liaison Person - A Liaison Person is a person who is authorised within a Relevant Organisation for Garda Vetting to submit National Vetting Bureau Application Forms to the National Vetting Bureau on behalf of the Relevant Organisation and receive resultant disclosures.
- Vetting Disclosure - A vetting disclosure shall include particulars of the criminal record (if any) relating to the person, and a statement of the specified information (if any) relating to the person or a statement that there is no criminal record or specified information, in relation to the person.

5. General Principles

- 5.1 The University reserves the right to conduct vetting at any time and to suspend or cancel registrations for non-compliance.
- 5.2 Students must inform themselves of the vetting requirements for their chosen course of study.
- 5.3 Prospective or registered students with criminal convictions must disclose them.
- 5.4 Providing false or misleading information can result in disqualification or disciplinary action.
- 5.5 Any cost related to the vetting process will be borne by the student.
- 5.6 All information collected is treated as sensitive and strictly confidential.
- 5.7 If, as a result of the vetting outcome, a student is deemed unsuitable to attend placements or other relevant work, the student may be required to withdraw from their programme.

6 Policy

- 6.1 The Academic Registry acts as the liaison between the University and the National Vetting Bureau (NVB) and manages the Student Garda vetting process in Trinity to ensure compliance



with the requirements of the NVB. The School/Programme Office ensures that no unvetted student works with vulnerable groups.

- 6.2 The Garda vetting process can only begin once a student has accepted an offer of a place on a Trinity programme and student registration cannot commence until the Garda vetting team in Academic Registry has received a student's Garda Vetting application and documents.
- 6.3 Acceptance of a programme offer is deemed to be in agreement with participation in the Garda vetting process and students cannot work with children or vulnerable persons until the process is complete.

Completing the vetting application

This section outlines the Trinity Student Garda vetting procedure. For further detailed information see <https://www.tcd.ie/academicregistry/student-registration/garda-vetting/>

- 6.4 Student Garda Vetting will be conducted for students over the age of 18 years based on their written consent in accordance with NVB (Children and Vulnerable Persons) Acts 2012. Students between 16 and 18 years of age require written parental/guardian consent before Garda vetting can commence. Garda Vetting will not be conducted for students under 16 years.
- 6.5 Students subject to vetting must fully complete National Vetting Bureau (NVB) application forms. The online NVB0 form should be completed, following which the Vetting Invitation form (NVB1), Student Vetting Declaration (TCD_V1) and Parent/Guardian form (NVB3) where applicable (i.e. for under 18) will be sent to the student's email. The application must be completed in respect of their biographical and address details.
- 6.6 Where a student (EU or Non-EU) has been resident outside of Ireland for more than 6 months since the age of 18, police clearance certification for all such countries of residence must be provided. The date on the police clearance certificate must cover their entire stay in that country, and it can be obtained after leaving the country but not earlier than 3 months before leaving the country. If the Police Certificate is not issued in English, the student must provide an official English translation. In exceptional circumstances set out below, an affidavit may be accepted in lieu of a police clearance certificate where the student is unable to provide one:



- where clearance can only be obtained by resident citizens and would pose a risk for the student to return to obtain this clearance;
- where the student was travelling through the country and had no fixed address;
- where the country is at war or experiencing political unrest;
- where the student has provided correspondence demonstrating that police clearance cannot be obtained.

Notwithstanding the above, the University reserves the right to refuse admission or cancel a registration in the absence of a satisfactory police clearance certificate.

Verification of student documentation by the Academic Registry

6.7 The Academic Registry has responsibility for providing information relating to vetting requirements to students in a concise, consistent and timely manner. Hard copies of the forms and supporting documentation must be submitted in person at the Academic Registry Service Desk and the receiving staff will verify the identity of the student. When the Academic Registry is satisfied with the application and documents submitted, the application will be forwarded to National Vetting Bureau (NVB) by the Academic Registry Liaison Person.

Processing of the Garda Vetting application by the National Vetting Bureau (NVB)

6.8 The NVB will process the application in line with their procedures. Applications can be tracked by the student being vetted. On completion of the processing, the resulting vetting disclosure is returned from the NVB directly to the Academic Registry Liaison Person who submitted it and to no other person.

Vetting Disclosure

6.9 When the disclosure is received by the Academic Registry, and as soon as possible, a copy is made available to the vetted student.

6.10 If a criminal conviction or a pending prosecution is disclosed, the School/Programme Office is informed by the Academic Registry as soon as practicable. On receipt of the disclosure, decisions on the suitability of the student for the programme rest with the School/Programme Office, who will notify the student. Support, if required, should be sought from the Academic Registry Liaison Person.

6.11 The vetted student should be notified in advance of any decision which may affect them.



6.12 The Academic Registry has responsibility for suspending or cancelling non-compliant students' registration.

Vetting Duration

6.13 Vetting is valid throughout the duration of the programme as follows:

- 4 years for undergraduate programmes except Medicine, Dental Science and Pharmacy which is 5-year duration.
- 2 years for Dental Nursing and Dental Hygiene.
- 3 years for Dental Technology.
- 1 -2 years for postgraduate taught programmes.
- 4 years for postgraduate research doctorate.

6.14 When a student's registration extends beyond this period, it is the responsibility of the student to engage with and complete re-vetting.

6.15 All students who previously completed the vetting process for their programme of study, must inform the Academic Registry in writing of any changes to their circumstances which affects the original vetting status, e.g. convictions or pending cases. Written correspondence should be sent to ARgardavetting@tcd.ie.

6.16 The following exceptions apply to the standard student vetting duration for Trinity programmes:

- Where a student goes 'Off-Books' and is not registered for any reason, they must apply for re-vetting before they can register.
- Re-vetting is required where there has been a change to the student circumstances since their original vetting, e.g. convictions or pending prosecutions.
- Where there is a specific requirement for re-vetting by the placement.

Identification of programmes requiring Garda vetting

6.17 The School/Programme Office must inform the Academic Registry Liaison Person when courses are set up or amended to include a vetting requirement.



Disputes and Appeal

- 6.18 If the student disputes or wants to appeal any aspect of the information contained in the disclosure, the student will follow the NVB procedure on appeals and disputes process - <https://vetting.garda.ie/Disputes/Appeal> and <https://vetting.garda.ie/Disputes/Disclosure> respectively.

7. Roles and Responsibilities

- 7.1 The Senior Lecturer/Dean of Undergraduate Studies and the Dean of Graduate Studies have overall responsibility for the Policy.
- 7.2 The Academic Registry has delegated responsibility for administering the Student Garda Vetting process.
- 7.3 The School/Programme Offices have a role in participating in annual reviews of programmes requiring vetting.

8. Related Documents

Further information can be found at the following:

- 8.1 [National Vetting Bureau \(Children and Vulnerable Persons\) Act 2012](#)
- 8.2 [Criminal Justice \(Spent Convictions and Certain Disclosures\) Act 2016](#)
- 8.3 [Academic Registry Garda Vetting webpage](#)
- 8.4 [Admission and Transfer Policy](#)
- 8.5 [Calendar Regulations \(PG\)](#)
- 8.6 [National Vetting Bureau website](#)
- 8.7 Relevant course page/school website

9. Document Control

- 9.1 Approved by: University Council
- 9.2 Date policy approved: 14 May 2025
- 9.3 Date of next policy review: Academic year 2027/28