



APPENDIX D - SAFE RECRUITMENT PRACTICES FOR STUDENTS ON PLACEMENTS OR STUDENTS UNDERTAKING RESEARCH WITH CHILDREN

Para.1 - Any student offered a place on a course that requires students to undertake placements with external agencies which will bring them into contact with children or vulnerable adults and in which they will assume positions of trust shall be required to undergo garda vetting in accordance with the legislative requirements of the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016* and the Student Garda Vetting Policy.

Para.2 - Any student undertaking research with children shall likewise be required to undergo garda vetting in accordance with the legislative requirements of the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016* and the Student Garda Vetting Policy.

Para.3 - All applicants for placements or research positions that entail work with children shall be required to complete the online NBVO form found at <https://www.tcd.ie/academicregistry/student-registration/garda-vetting/> to begin the process. If a student has lived outside of Ireland for a cumulative period of more than six months since the age of 18 they must provide Police Certificates for all such countries. Hard copy forms and original identity documents must be brought in person to the Academic Registry for validation. This initiates the process with the National Vetting Bureau (NVB) on the student's behalf. The student will be required to engage in the e-vetting process via the NVB portal. On completion of the process, the Academic Registry will issue the Garda Vetting Disclosure to the student and will inform the School of the outcome.

Para.4 - In the event that a student fails to complete the Garda Vetting Procedure, or the University deems the student unfit for a placement or for undertaking research with children based on information provided through the vetting process, the offer of the place on the programme or the offer to undertake research with children will no longer be valid and will be withdrawn.

Para.5 - A student will not be permitted to participate on any placements or in any research with children until the student receives the Vetting Disclosure.