

IGG CLG Screening/Safeguarding FAQ's and Guidance

Frequently Asked Questions

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1. If I have a potential Leader who wants to start helping with my Unit, what should I do?

You should give her a “*Leader Pack*” containing all the screening forms required i.e. *Leader Application and Agreement Forms*, *ID Validation Form* and *Vetting Invitation (NVB 1) Form*. These Packs are available free of charge from IGG CLG National Office, IGG CLG Distribution Centres, Commissioners and Regional Development Officers (RDO). Please note a soft copy version of these forms are also available on the IGG CLG website, under Forms section.

You should go through the various documents in the Leader Pack with the potential Leader and ask your Commissioner/RDO to meet with her to explain the steps of the screening process, which includes approving her application and ID Validation.

2. Can she help with the Unit in a Leader capacity while the screening process is underway?

IGG CLG will issue a letter by email to the prospective Leader once *all her screening forms are received and her online vetting application form completed* informing her that she has been accepted on a provisional basis subject to successful completion of the screening process strictly under the supervision of a warranted IGG CLG Leader.

Once this letter has been received the prospective Leader may assist the Unit in a Leadership capacity. However she will not be allowed attend a residential event until she has completed the full screening process including Garda Vetting.

A copy of this letter will also be forwarded by email to you as Unit Contact Person as proof that the forms have been received and her screening process is underway. Please note it is important to check your email to ensure that this letter is received from IGG CLG before allowing the prospective Leader assist with your Unit.

3. If I have a potential Unit Helper who wants to help occasionally in my Unit, or if I want to organise a rota of parents to help out, what should I do?

Unit Helpers (which include parents on rota) do not require vetting (*unless attending a residential event*)*. However they do need to submit a Unit Helper Agreement form. You should give each prospective Unit Helper a Unit Helper Agreement form which is available to download from the IGG CLG website, under Forms section.

The Agreement form should be completed by the Unit Helper and signed for approval by the Unit Contact Person before being submitted to IGG CLG National Office.

On receipt of completed Unit Helper Agreement Form the Unit Helper will be added to your Unit Helper section of OGM.

* The exception to this is an assistant for a member with special needs who helps on a regular basis but is still regarded as a Unit Helper. In this situation Garda Vetting is required.

4. If I am planning to take my girls away on an overnight and have a parent/volunteer wishing to assist me on it, do they need to be Garda Vetted?

Yes, anyone assisting on a residential e.g. overnight to a cottage, a pack holiday or camp, international trip will need to undergo IGG CLG's screening process which includes Garda Vetting. Unit Helpers attending a residential event must complete the full Unit Helper Screening process including Garda Vetting.

You should provide the prospective Unit Helper with a "*Unit Helper Pack*" which contains all forms required i.e. *Unit Helper Agreement form*, *ID Validation Form* and *Vetting Invitation (NVB 1) Form*. These Packs are available, free of charge, from IGG CLG National Office, IGG CLG Distribution Centres, Commissioners and RDO's.

You should then explain the steps to the confidential process which includes ID Validation. All completed forms along with copies of ID documents should be submitted to IGG CLG National Office for processing.

The timescale for the Garda Vetting needs to be factored into the planning of a residential. The prospective Unit Helper should submit their Garda Vetting Application form at least three months in advance of the scheduled date of the residential to ensure they are fully screened, registered as a Unit Helper with IGG CLG and therefore able to assist on the residential.

Please note Unit Helpers cannot attend a residential until they have successfully completed the full Unit Helper screening process including Garda Vetting.

5. I have a Unit Helper who assists on a regular basis, does she need vetting?

Unit Helpers who help out on a very regular basis should be Assistant Leaders* and, as such, become members of IGG CLG. You should give the Unit Helper a "*Leader Pack*" containing all the screening forms. These Packs are available, free of charge from IGG CLG National Office, IGG CLG Distribution Centres, Commissioners and RDO's.

You should go through the various documents in the Leader Pack with the potential Leader and ask your Commissioner/RDO to meet with her to explain the steps of the screening process, which includes approving her application and ID Validation.

**The exception to this is an assistant for a member with special needs who helps on a regular basis but is still regarded as a Unit Helper. In this situation she does not require Leader screening however Garda Vetting is required.*

6. I have a past Leader wishing to return to our Unit as a Leader, what should I do?

Former members returning to Guiding must complete the appropriate screening process as below.

Where someone is missing from one year's census, they require re-vetting and must meet with their Commissioner/RDO to validate their identity before submitting all completed vetting forms along with copies of ID documents to IGG CLG for processing. On receipt of these an invitation to complete the online vetting application form will be issued to the returning Leader.

When she completes the online vetting application form and it has been submitted for processing she will then be issued with an 'Acceptance on provisional basis letter' which allows her to assist

with Unit while her screening process is underway, supervised by a Warranted IGG CLG Leader. A copy of this letter will also be forwarded by email to you as Unit Contact Person as proof that the forms have been received and her vetting process is underway. Please note it is important to check your email to ensure that this letter is received from IGG CLG before allowing the returning Leader assist with your Unit.

If someone is missing for two or more consecutive census, they must complete the full Leader screening process which includes Garda Vetting, and the same steps should be followed as for a new Leader (please refer to question 1).

7. After how many years do I need to be re-vetted?

Re-vetting is now required every 3 years within IGG CLG. This is being carried out on phased basis due to the large volume requiring this. Notification of re-vetting will be issued along with the required re-vetting forms to Leaders by IGG CLG over the coming months.

Please note re-vetting is required before being allowed attend international trips and vetting status for this can be checked by contacting the Safeguarding Officer by email. Please note the timescale for the Garda Vetting needs to be factored into the planning of an international trip. Those requiring re-vetting must submit their Garda Vetting forms at least three months in advance of the scheduled date of trip to ensure they are vetted on time.

8. How often do I need to refresh my Safeguarding and Child Protection Training?

Re-fresher Safeguarding and Child Protection training is required every 5 years. Leaders can check if their Safeguarding Training is in date under the qualifications section of OGM.

The initial course must be done as face-to-face training and subsequent courses can be done by completing the one-hour online refresher course. This course can be found in the Leader Area of the IGG CLG website, under Online Courses.

9. What is a Child Safeguarding Statement?

Under the Children First Act 2015 organisations classed as providers of relevant services are required to produce and publish a Child Safeguarding Statement. IGG CLG's *Child Safeguarding Statement* provides an overview of the measures that our organisation has in place to ensure that children are protected from harm.

All Units should have a copy of this statement displayed at their meeting venue.

A copy of the Irish Girl Guides CLG Child Safeguarding Statement can be found on the Irish Girl Guides CLG website.