



Aontas Teilgin agus Amais Na hÉireann  
**Pitch and Putt Union of Ireland**

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## **Pitch and Putt Union of Ireland National Vetting Policy**

### **Introduction**

The Pitch and Putt Union of Ireland (hereafter to be referred to as the PPUI) will operate a National Vetting programme in conjunction with the Garda National Vetting Bureau. Through its Authorised Liaison the PPUI submit vetting applications on behalf of its affiliated clubs.

In the Republic of Ireland the legislation for Vetting is the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 which commenced in April 2016. The Act provides a legislative basis for the mandatory vetting of persons who wish to undertake certain work or activities relating to children or vulnerable persons or to provide certain services to children or vulnerable persons. Essentially, any person who engages with children or vulnerable adults on a regular or ongoing basis must be cleared for this activity by the PPUI.

The activities that relate to the PPUI are specific to the sport of Pitch and Putt and must involve one of its affiliated clubs. Under this Act it will be a criminal offence for any organisation to 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.

### **Vetting Liaison Person / Authorised Signatory**

The PPUI has appointed a National Vetting Liaison Person (hereafter referred to as the Authorised Signatory) to act as Liaison person with the National Vetting Bureau whose role is to implement and enforce the PPUI National Vetting Policy. The person appointed to this role must undergo appropriate training as determined by the National Vetting Bureau. The Authorised Signatory

shall report directly to the National Executive Council (NEC) of the PPUI. The PPUI may decide to appoint more than 1 Authorised Signatory.

The role of the Authorised Signatory is to oversee the distribution, return and processing of all vetting applications. S/He shall conduct all communications regarding vetting with the Garda National Vetting Bureau and keep the NEC informed of all issues of concern that may arise relating to the vetting process (without revealing personal details / identity of the applicant). The Authorised Signatory shall consult with the PPUI Vetting Review Panel when the need arises and work to ensure that all affiliated clubs and registered members engage with the vetting process.

## **PPUI Vetting Policy**

The following crimes / convictions may require special consideration by the PPUI Vetting Review Panel (details below) and may result in recommendation from the PPUI that the individual in question not be permitted to work with children or vulnerable adults:

- Murder, manslaughter
- Rape, attempted rape
- Any crime / conviction against a child while an adult
- Any crime / conviction against a child while a child
- Possession of abusive images of children
- Illegal possession of fire arms or offensive weapon
- Domestic violence
- Any crime involving aggression / assault
- Dealing of illegal or controlled drugs
- Drink driving (in cases where applicant is expected to fulfill role involving driving children or vulnerable adults)
- Other offences directly relevant to the applicant's role being vetted for.

### ***Who is to be Vetted***

All PPUI affiliated clubs should have members vetted who work directly with children or vulnerable adults. This is referred to by the Garda National Vetting Bureau as "relevant work or activities". This is any work or activity which is carried out by a person which consists mainly of the person having access to, or contact with, children or vulnerable adults. This shall not apply

where a person gives assistance on an occasional basis at a school, sports or community event or activity, other than where such assistance includes the coaching, mentoring, counselling, teaching or training of children or vulnerable adults.

The list of positions that may require an individual to be vetted may include but is not limited to the following:

- Pitch & Putt Coach
- Club Juvenile Officer
- Club Designated Liaison Officer
- County / Regional Board Juvenile Officer
- Club safeguarding officer
- Club juvenile committee members
- County / Regional Board juvenile committee members
- Other personnel\*

\*a vetting disclosure will be required where an individual undertakes relevant work or activities relating to children or vulnerable adults on a **regular basis**, where such involvement includes:

- Coaching, mentoring
- Teaching, training or instructing
- Care or supervision
- Driving a vehicle being used only for conveying children and carers or supervisors.

This list is not exhaustive and the PPUI Authorised Signatory can be contacted in relation to any doubt over a particular position.

### ***Vetting of persons under 18***

In order for a person under the age of 18 (and over the age of 16) to be vetted the permission of their parent / guardian must be sought. A separate consent form must be supplied with the application form.

### ***Verification of Identity***

On the commencement of the Act the National Vetting Bureau introduced the requirement of an ID Check for each person seeking vetting. The club will be responsible for verifying the identity of

the applicant using the verification document supplied by the PPUI to achieve this. Applications will not be processed by the PPUI without verification of ID by the club.

### ***Re-Vetting***

It is the policy of the PPUI that all individuals must be re-vetted after a period of at least three years.

Any individual may be re-vetted if information that would affect a decision concerning an individual's suitability to work with children or vulnerable adults comes to the attention of a club, county / regional board or the PPUI.

### ***Confidentiality***

All material relating to the PPUI National Vetting Policy must be treated with absolute confidentiality.

The Authorised Signatory is the only individual who shall have access to all information on applicants.

For the purposes of an application being referred to the Review Panel the personal information of the applicant shall not be disclosed to the Review Panel. Only pertinent information as described in the section on the Review Panel shall be disclosed.

### ***Storage and Handling of Data***

All physical data is to be kept in a locked cabinet or safe to which the Authorised Signatory is the only key holder.

All electronic data is to be kept on a password protected computer. All information kept in files that are available on a shared server shall be in password protected documents.

All information shall be under the direct supervision of the Authorised Signatory.

All Vetting related material will be held for a period of seven years.

### ***Appeal procedure***

The applicant can contest the disclosure report from the Vetting Bureau, at which point the Authorised Signatory will assist them in querying the findings of the Vetting Bureau. Until such a time that the National Vetting Bureau advise otherwise the information provided to the Authorised Signatory shall be accepted as accurate.

Any applicant may appeal a decision by the Authorised Signatory and/or the Review Panel relating to their application directly to the NEC. The NEC shall then refer the matter to the PPUI Appeals panel.

If the applicant at this stage continues to dispute the decision, the matter shall be referred to Section 78, Dispute Resolution, of the PPUI Constitution.

### **PPUI Vetting Review Panel**

The NEC shall appoint a Vetting Review Panel whose role is to support and advise the work of the Authorised Signatory.

The Review Panel shall comprise of the PPUI Honorary President, the PPUI National Children's Officer and the PPUI Youth Officer (Member of NEC).

In the circumstances where, either the Honorary President or the Youth Officer is also the National Children's Officer, the third person on the Committee shall be the PPUI Honorary Vice-President.

The Review Panel will be convened upon request of the Authorised Signatory to deal with issues arising from vetting applications and disclosures such as:

- Any applications that have a declared conviction which are identified as of concern in the PPUI Vetting Policy.
- Any vetting application that results in a disclosure report from the Vetting Bureau revealing a criminal record or specified information in areas which are identified as of concern in the PPUI Vetting Policy.
- Any application the Authorised Signatory feels warrants further investigation.

All personal data in relation to the applicant will be kept confidential and will **NOT** be made known to the remainder of the review panel. Any decision will only be based on the pertinent information. The Review Panel will base their decision on the following information:

- Position being vetted for.
- Details of declared convictions on application form.
- Details of Vetting Disclosure such as criminal record

Where appropriate decisions may be made, or ratified by telephone or e-mail.

Minutes of all decisions and/or recommendations made by the Review Panel will be kept by the PPUI.

***PPUI Vetting Liaison***

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