

# Police Vetting



The [Child Care Act 1991 \(Early Years Services\) Regulations 2016](#) states that vetting must be completed before a person is appointed, assigned or allowed access to or contact with children attending the service.

This includes a section on **Police vetting** which is required for anyone who has lived outside Ireland for more than 6 consecutive months.

Police Vetting is undertaken by the individual and given to the registered provider. You should obtain a copy of the applicant's Police vetting before they start work and this should be outlined in your Recruitment Policy.

When you are recruiting someone, it will be clear if they have resided outside of Ireland for a period over 6 months from their CV. You should ask them if they have Police vetting for each country they lived in outside of Ireland for longer than 6 consecutive months since the age of 18. Police vetting states that the individual it relates to has no convictions recorded against them while residing there. Any costs incurred in this process will be borne by the applicant.

There are arrangements for obtaining Police vetting, which differ from country to country. For example, the applicant may need to be a citizen of the country or resident in the country at the time of making the request for police clearance.

Useful websites: [United Kingdom](#)  [Australia](#)  [New Zealand](#)  [USA](#) 




It is important that you check for the most up-to-date information. For countries not listed above, it may be helpful to contact the relevant embassies, who could provide information on seeking Police Clearance. Information about embassies can be found on the Department of Foreign Affairs website [dfa.ie](http://dfa.ie).

## Translation of Police Vetting

Police vetting documents provided in a language other than English or Irish must be translated through a translation service and the evidence of the source of translation be made available to the Early Years Inspectorate.

### Steps when police vetting is not available

Every reasonable effort must be made to obtain Police vetting. This is evidenced by a paper trail of its denial or refusal or un-attainability. The registered provider must:

-  be able to evidence that the staff member had difficulty obtaining police clearance, by documenting the process of trying to obtain it
-  undertake a risk assessment regarding employing the person without police vetting, in line with their Recruitment Policy.
-  thoroughly check and validate references in line with their Recruitment policy and retain evidence of this