

# CoderDojo

## CoderDojo Garda Vetting Process

**Step 1:** Print, fill out & sign (by hand) the Vetting Invitation Form (NVB 1) below. Produce proof of ID (Photo ID & Proof of Address dated within the last 3months) to the Champion/Child Protection Officer.

*The Champion/Child Protection Officer is **required to keep evidence** of ID verification should your application require further investigation. A good way to do this is to cc' in your Champion to this email.*

**Step 2:** Scan and send your signed Vetting Invitation Form (NVB1) and your proof of ID (Photo ID & Proof of Address dated within the last 3months) to [gardavetting@coderdojo.org](mailto:gardavetting@coderdojo.org) with the descriptive subject in the title (e.g **Joe Bloggs Vetting Application 01/02/2017**).

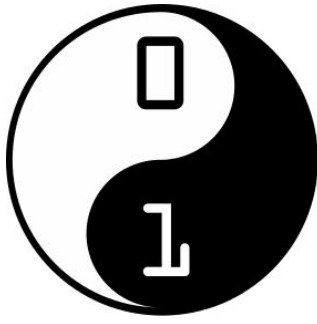
**Step 3:** CoderDojo will send you an email with a link attached inviting you to complete the rest of your application online. You have **14 days** from the date you open this link to complete the rest of your application online.

**Step 4:** Once submitted CoderDojo will review your application and submit it to the National Vetting Bureau.

***IF YOUR APPLICATION IS INCORRECT OR IS MISSING INFORMATION IT WILL BE DELAYED***

The National Vetting Bureau will process your application and forward a disclosure to CoderDojo. CoderDojo will keep this disclosure on file for you and available to view upon your request.

**Applications that are submitted correctly can expect to be processed within 3-5 working days.**



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## Guidelines for completing Vetting Invitation Form (NVB 1)

Please **read** the following guidelines before completing this form.

### Miscellaneous

The form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible. The form should be completed in ball point pen.

Photocopies will not be accepted, but colour scanned copies will.

All applicants will be required to provide documents to validate their identity (Photo ID & Proof of Address dated within the last 3 months).

If the applicant is **over 16 but under 18 years of age**, a completed **NVB3** - Parent\Guardian Consent Form will be required. This can be obtained by request from [gardavetting@coderdojo.org](mailto:gardavetting@coderdojo.org). Please note the applicant must provide their Parent\Guardian Email address on this form.

If the **applicant is transgender**, and wishes to be vetted as the gender they are legally recognised as, an application form can be obtained upon request from [gardavetting@coderdojo.org](mailto:gardavetting@coderdojo.org)

### Personal Details

Insert details for each field, allowing one block letter per box.

Allow one digit per per box, fill in text boxes accordingly "Name of Organisation" and "Signature" accordingly.

Please fill in your email address, allowing one character/symbol per box.

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

**The consent box, must be ticked or your form will be returned.**

### Role Being Vetted For

The role being applied for must be clearly stated. Generic terms such as "Volunteer" will not suffice. We advise using terms such as "CoderDojo Champion", "CoderDojo Technical Mentor", "CoderDojo Non-Technical Mentor", "Dojo Administrator", "CoderDojo Nominated Child Protection Officer".

### Name of Organisation

The name of the organisation should be stated as ie; CoderDojo (Dojo Name) This will help the CoderDojo Foundation to file applications together as they come in.

