



Garda Vetting Role Matrix

The Carmelite Order Role Matrix for the purposes of Garda Vetting under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016

The National Vetting Bureau Act 2012-2016 does not provide a legal power to request vetting details in regard to any person unless the person is conducting relevant work as defined in the Act. Schedule 1 -Part 1 & 2 provide definitions of what is considered relevant work. This Role Matrix details what roles will require Garda Vetting within the Carmelite Order and what section of the legislation applies. Over time it will be reviewed and amended accordingly.

Part 1 Section 1 Relevant work is defined as any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable persons.

Role	Role Description for NVB
Childcare staff in Whitefriar St Preschool	Childcare staff in preschool setting Part 1 section 1 (a)

Part 1 Section 3 Any work or activity which consists of treatment, therapy or counselling provided to a child by a person in the course of that work or activity. Part 2 section 2 - Any work or activity which consists of treatment, therapy or counselling provided to a vulnerable person by a person in the course of that work or activity.

Role	Role Description for NVB
Counsellor/therapist (funding provided by Carmelite Order and using Carmelite property to deliver the service)	Carmelite Order -Counsellor/therapist providing a service to a child or vulnerable person Part 1 section 3 or Part 2 section

Part 1 Section 5 & Part 2 Section 4 Any work or activity which consists of the provision of educational, training, cultural, recreational, leisure, social or physical activities (whether or not for commercial or any other consideration) to children unless the provision of educational, training, cultural, recreational, leisure, social or physical activities is merely incidental to the provision of educational, training, cultural, recreational, leisure, social or physical activities to persons who are not children (part 1) or who are not vulnerable persons (part 2).

Role	Role Description for NVB
Santa Claus for Christmas Fair	Carmelite Order – Santa Claus for Christmas Fair with contact with children Part 1 section 5
Church shop manager/Coffee shop assistant -Whitefriar st. Church	Carmelite Order – church shop/coffee shop assistant who has regular contact with vulnerable adults Part 1 section 5 and Part 2 section 4.
Maintenance person/Care taker working in the school/creche	Carmelite Order – maintenance person who has contact with both children and vulnerable adults Part 1 section 5 and Part 2 section 4.
Centre manager – Carmelite Community Centre	Carmelite Order- personnel who has contact with both children and vulnerable adults Part 1 section 5 and Part 2 section 4.
General assistant in the Church and school community- Whitefriar St.	Carmelite Order –general assistant in church community who has contact with both children and vulnerable adults Part 1 section 5 and Part 2 section 4.
Receptionist – Carmelite Community Centre, Whitefriar St.	Carmelite Order- personnel who has regular contact with both children and vulnerable adults Part 1 section 5 and Part 2 section 4.

Part 1 Section 7 & Part 2 Section 7 Any work or activity as a minister or priest or any other person engaged in the advancement of any religious beliefs.

Role	Role Description for NVB
All members of the Irish Province (ordained or not)	Carmelite Order – member of the Irish Province Part 1 section 7 (children) or Part 2 section 7 (vulnerable adults)
All visiting priest from abroad	Carmelite Order – visiting priest from abroad Part 1/2 section 7
Visiting priests who supply on more than 3 occasions	Carmelite Order – priest Part 1 & 2 section 7
All adults volunteers participating on a pilgrimage	Carmelite Order – adult participating on a pilgrimage who has contact with both children and vulnerable adults Part 1 & 2 section 7
16-18 year olds participants on a pilgrimage	Carmelite Order – young person 16-18 years old participating on a pilgrimage who has contact with both children and vulnerable adults Part 1 & 2 section 7
Eucharistic Minister- only if visiting people’s homes	Carmelite Order – Eucharistic minister Part 1 & 2 section 7
Person involved in Children’s liturgy	Carmelite Order – Adult involved in children’s liturgy Part 1 & 2 section 7
People involved in youth groups/youth ministry	Carmelite Order – Adult involved in youth ministry Part 1 & 2 section 7
Choir Director who has contact with children or vulnerable adults	Carmelite Order – Choir Director with contact with children and vulnerable adults Part 1 & 2 section 7
Catechists in youth programmes	Carmelite Order – Catechist in youth ministry Part 1 & 2 section 7
Church Sacristan	Carmelite Order – Church Sacristan Part 1 & 2 section 7
Adults involved with youth retreats	Carmelite Order – Adult involved in youth retreats Part 1 & 2 section 7

Schedule 1 Part 2 Section 1 – Any work of activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, vulnerable persons in-

(b) any hospital or care centre, which receives, treats or otherwise which provides services to vulnerable persons.

Role	Role Description for NVB
Healthcare assistant	Carmelite Order -Healthcare assistant in a residential care centre Part 2 Section 1(b)
Cleaner – who has contact with vulnerable adults	Carmelite Order – Cleaner in a residential care centre Part 2 Section 1(b)
Physiotherapist	Carmelite Order – Physiotherapist in a residential care centre Part 2 Section 1(b)

Schedule 1 Part 2 Section 3 - Any work or activity which consists of the care (including the provision of health and personal social services and essential domestic services) of vulnerable persons unless the care is merely incidental to the care of persons who are not vulnerable persons.

Schedule 1 Part 2 Section 5 - Any work or activity which consists of the provision of advice, guidance or developmental services (including by means of electronic interactive communications) to vulnerable persons unless the provision of the advice, guidance or developmental service is merely incidental to the provision of those services to persons who are not vulnerable persons.

Role	Role Description for NVB
Safeguarding Designated Liaison Person (DLP) & Assistant DLP	Carmelite Order – Safeguarding DLP or Ass DLP for children and vulnerable adults, Part 2 section 3 or 5

Part 2 Section 12 Any work of activity which is carried on by a person, a necessary and regular part of which requires the person to have access to, or contact with, vulnerable persons pursuant to the following enactments:

(b) Nurses Act 1985

(c) Nurses and midwives Act 2011

Role	Role Description for NVB
Nurse	Carmelite Order -Nurse in a residential care centre Part 2 Section 12 (b) & (c)
Nurse manager	Carmelite Order –Nurse Manager in a residential care centre Part 2 Section 12 (b) & (c)

Dated: 31st May 2021

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