

# **Scoil Chiaráin Naofa**

## **Garda Vetting Policy**

The Garda Vetting Policy operates in conjunction with the Child Protection Policy which serves to ensure the safety of all children in the school.

This policy has been formulated in compliance with the requirements of:

- Circular 0063/2010
- Circular 0031/2016
- Circular 0016/2017

### **Aims of the Policy**

- To ensure that the school is a safe and secure environment for the children in our school
- That Garda Vetting is part of the wider process ensuring the protection and safety of all members of the school community.

### **The National Vetting Bureau- previously the Garda central vetting unit:**

The process of Garda Vetting is now carried out by the National Vetting Bureau (NVB). The function of the NVB is to provide details of 'all prosecutions, successful or not, pending or completed, and/or convictions' in respect of an applicant to a registered organization.

### **Vetting for Teaching Staff:**

The vetting of teaching posts is the responsibility of the Teaching Council.

All teachers appointed to teaching positions for any duration must be vetted prior to commencing employment.

When applying for a teaching position within Scoil Chiaráin Naofa, teachers are asked to present a Teaching Council Vetting Letter with their application.

All teaching staff must present a Teaching Council Vetting Letter prior to commencing employment.

All teaching staff must provide a Statutory Declaration and Form of Undertaking before commencing employment.

All substitute staff must present a Teaching Council Vetting Letter.

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## **Vetting for all volunteers and non-teaching staff who are in unsupervised contact with children:**

It is the policy of Scoil Chiaráin Naofa to Garda vet any individual who may find themselves in a position on their own with a child or children, including non-teaching staff. Prospective non-teaching staff may submit their Vetting Invitation form to the National Vetting Bureau through the Western Province Diocesan Vetting Service.

All offers of employment to non-teaching staff and volunteers are subject to satisfactory vetting by the National Vetting Bureau.

If the Garda Vetting Form is returned with a disclosure, cognisance will be taken of the nature and dates of the conviction, restorative justice and rehabilitation of offenders. Candidates will be able to challenge the information provided by the NVB especially to avoid errors or cases of mistaken identity. In such cases re-vetting will take place.

Failure to complete the Garda Vetting form will automatically disqualify the candidate. Decisions on whether to accept an applicant will involve consideration of a number of criteria as well as the Garda Vetting findings.

All returned Garda Vetting forms will be handled in strictest confidence. Completed Forms will only be retained by the school in the event of a successful appointment and will be appropriately sealed and retained in a secure location. If the applicant is not successful, the Garda Vetting form will be securely destroyed.

In all decisions, it is recognised that the school will take as its first priority its responsibility to the protection of children attending school activities.

## **Retrospective Vetting**

The DES has published Circular 0016/2017 which sets out the requirements for retrospective vetting of teaching staff, non-teaching staff and volunteers who have never previously been Garda vetted and who undertake relevant work or activities with children or vulnerable persons. In accordance with the Act, applications for retrospective vetting of employees and other persons undertaking 'relevant work' in schools who have not previously been Garda vetted must be made by 31st December 2017.

All registered teachers who have not been vetted to date will be retrospectively vetting by the Teaching Council in the context of their annual renewal of registration. Retrospective vetting for all special needs assistants, ancillary staff and volunteers carrying out 'relevant work' will be conducted through the Western Province Diocesan Vetting Service.