



GARDA VETTING POLICY

1 INTRODUCTION

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

The staff and Board of Cuan na Gaillimhe CNS endeavour to keep potential unsupervised access to children to a minimum. This is as much for the safety of the children as for the adults who may find themselves on their own with a child or children. The Board and staff fully recognise the limitations of Garda Vetting and realise that it does not provide clearance for any individual. As it is now compulsory for all persons who are in contact with children in a school to be Garda vetted – DES Circular 0031/2016 - it is the policy of Cuan na Gaillimhe CNS to Garda Vet any individual who may find themselves in a position on their own with a child or children. This includes members of the Board of Management and non-teaching staff. All Garda Vetting will be carried out by GRETb.

Reference- [DES Circular 0031/2016](#) and [FAQ](#)

2 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.

3 WHAT IS A VETTING DISCLOSURE?

- From 29 April 2016 vetting will be conducted by the National Vetting Bureau (the Bureau) to provide a vetting disclosure to a relevant organisation that has applied for vetting in respect of a person.
- A vetting disclosure is a statement issued by the Bureau which sets out particulars of the criminal record (if any) relating to that person and/or a statement of the specified information (if any) relating to that person.
- A criminal record includes a record of the person's convictions for any criminal offences or a record of any prosecutions pending against the person for any criminal offence but does not contain details of certain minor convictions as set out in section 14A of the Vetting Act.
- **"Specified information"** or "soft information" in relation to a person who is the subject of an application for a vetting disclosure means information other than criminal convictions held by An Garda Síochána that leads to a bona-fide belief that a person poses a threat to children or vulnerable persons.

4 PROCEDURE

The applicant also completes the Garda Vetting Invitation form NVB1 which is then sent by GRETB.

All rules of Data Protection will be observed in respect of any data received following a Garda Vetting;

- Information will be obtained and processed fairly
- Information will be kept for a specified, explicit and lawful purpose
- Use of and disclosure of information obtained occurs only in ways compatible with these purposes
- Information will be kept safe and secure
- It will be retained only while necessary for the purpose obtained
- Information received from the Vetting Bureau will be shared with the individual at their request.

All offers of employment to non-teaching staff and volunteers are 'subject to satisfactory vetting by the Garda Vetting Bureau. Teaching staff are vetted separately by the Teaching Council.

Failure to complete the Garda Vetting form will automatically disqualify the candidate. The provision of inaccurate information on the Garda Vetting form, such as inaccurate date of birth or address, may also disqualify.

Decisions on whether to accept an applicant will involve consideration of a number of criteria as well as the Garda Vetting findings. In the case of convictions, cognisance will be taken of the nature and dates of the conviction, restorative justice and rehabilitation of offenders.

Having a criminal record will not automatically exclude an individual from employment / volunteering. Decisions on whether to involve an individual with prior criminal convictions will take into account:

- the nature of the conviction and its relevance to the job;
- the length of time since the offence took place;
- the risk to pupils, volunteers, employees and organisation;
- training which may have occurred since the time individual's offence

Candidates will be able to challenge the information provided by the Bureau especially to avoid errors or cases of mistaken identity. In such cases re-vetting will take place.

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.

If the form is not completed correctly it will be returned to you for further completion/ verification. Please note that this could significantly slow your appointment/ Garda Vetting process.

The requirement for a Statutory Declaration and Form of Undertaking to be completed and provided to the school authority prior to making a teaching or non-teaching appointment of any duration still exists.

The updated version of the Statutory Declaration contained in the Appendix to Circular 0031/2016 must be used where a declaration is being newly completed from 29 April 2016 onwards.

5 IMPLEMENTATION AND REVIEW

This policy will be communicated to staff and the school community as appropriate and will be subjected to regular review. In accordance with the systematic cycle of review of policies adopted in Cuan na Gaillimhe NS, it will be reviewed initially after one year and then every two years, unless there is a compelling reason to review it earlier.

This policy was reviewed by the Board of Management of Cuan na Gaillimhe CNS on the 27th of April 2020.

Chairperson of the Board of Management



To be reviewed: November 2022