

Garda Vetting Policy for Canalway ETNS

Garda Vetting Policy for Canalway ETNS was written by the school management in January 2017. The goal of this policy is to ensure that the school is a safe and secure environment for children.

Rationale: All members of the school community who have necessary and regular access to or contact with children must have successfully undergone Garda Vetting prior to commencement of employment or relevant volunteer work in the school. In the future staff will be re-vetted on a regular basis *in accordance with future legislation and recommendations*. This school will use Garda Vetting as part of a wider process to ensure the protection and safety of all members of the school community.

The process of Garda Vetting is carried out by the National Vetting Bureau (NVB). The function of the NVB is to provide Garda Vetting Disclosures in respect of an applicant to a registered organisation. Disclosures can be 'nil' (no record found) or consist of details of convictions, together with an ancillary or consequential orders and/or a record of any prosecutions pending and/or specified information,

The Policy

All offers of employment to non-teaching staff and all relevant volunteer roles are subject to satisfactory Garda Vetting Disclosures. Volunteer Roles which require Vetting, as specified in the Act and in the DES Circular 0031/2016 include volunteers who assist the school on a regular basis (rather than occasional) and whose role involves coaching, mentoring, counselling, teaching or training of children. Roles which do not fall into these categories may not require Vetting.

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

Applicants will be contacted regarding any disclosures of a criminal record or other information, and / or invited to a meeting as deemed necessary to address disclosures, errors or cases of mistaken identity. In such cases, re-vetting will take place.

All returned Garda Vetting Disclosures will be handled in strictest confidence.

Garda Vetting Disclosures 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.

In taking a decision, the Board of Management will consider the nature of the disclosure and its relevance the specified activity that the candidate will be undertaking. It is recognised that the school's first priority is its responsibility to the children attending the school.

Policy Review:

This Policy will be reviewed as necessary and particularly to comply with any relevant legislative changes.

Ratified by BOM on _____

Review Date _____

Signed _____ Chairperson.