



# Garda Vetting Policy

*Of Firhouse Educate Together National School*

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## **1. Rationale:**

It is the intention that all members of the school community who have unsupervised access to children have undergone the Garda Vetting process, and will be re-vetted on a regular basis. 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 Garda Central Vetting Unit (GCVU) and this is done via the Teaching Council for all teachers and via our Patron Educate Together for all other workers in the school. The function of the GCVU is to provide details of **'all prosecutions, successful or not, pending or completed, and/or convictions'** in respect of an applicant to a registered organisation.

## **2. Goals:**

The goal of this policy is to ensure that the school is a safe and secure environment for children.

## **3. The Policy:**

All offers of employment to non-teaching staff and volunteers are "subject to satisfactory vetting by the Garda Central Vetting Unit". Failure to complete the Garda Vetting form will automatically disqualify the candidate. The provision of inaccurate information on the Garda Vetting Application form, such as an inaccurate date of birth or address, may also disqualify.

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

All returned GV forms and shared links via Digitary (for teachers) 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.

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.

## **4. Re-Vetting:**

All vetted personnel can be re-vetted at any time at the discretion of Board. To ensure ongoing safeguards are in place regarding adults engaged in unsupervised access to children at our school, periodic random re-vetting will be carried out.

Every February one quarter of all vetted adults whose engagement with our school is ongoing, and who have not been vetted in the previous two year period, will be chosen at random and requested to resubmit an updated form for vetting again. The selection of these candidates will be carried out by the Chairperson and Principal and relevant adults will receive an explanatory letter, a blank form and a copy of their previously submitted form. This exercise will be repeated each February until all remaining candidates have been asked to resubmit for vetting and after which the process begins again.

Candidates must be aged 16 years of age or over. Candidates under the age of 16 years can not be Garda Vetted. Candidates aged between 16 and 18 years of age must also submit a declaration of consent (Parent/Guardian Consent Form) completed on his or her behalf by a parent or guardian of the person.

**5. Policy Review:**

This Policy was reviewed in June 2016, following the introduction of Digitary vetting for teachers via the Teaching Council in order to comply with this relevant legislative change.

A copy of the policy is shared with teachers and is available for parents on the school website.

Ratified by Board of Management

Signed \_\_\_\_\_  
Francis Fullen: Chairperson, Board of Management

Signed: \_\_\_\_\_  
Collette Dunne: Principal