Scoil an Linbh Íosa
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.

The Staff and Board of Scoil an Linbh Íosa 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 to be Garda Vetted, DES Circular 63/2010 - it is the policy of Scoil an Linbh Íosa to Garda Vet all employees. This includes members of the Board of Management and non-teaching staff.

Ref. also Circular 0094/2006

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.

What is Garda Vetting?

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

Procedure

The applicant completes the Garda Vetting Form, which is then sent to an Authorised Signatory in the Diocese of Kildare & Leighlin. The Garda Vetting form is then forwarded to the Bureau. 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 Unit will be shared with the individual at their request.

All offers of employment to non-teaching staff are 'subject to satisfactory vetting by the Garda Vetting Bureau. Teaching staff are vetted separately by the Teaching Council. Substitute Teachers must comply with the dignitary code specified 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 several 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.

Candidates will be able to challenge the information provided by the Bureau specially 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 the children attending school activities.

Completing a Garda Vetting Form

Please use BLOCK CAPITALS when completing the form. It is imperative that you complete the Garda Vetting Form fully and correctly. Do not leave any part of the form blank. If there is not an applicable answer, please write N/A or cross out.

Policy will be reviewed as necessary.

Ratified by the B.O.M. on _____

Signed : _____

Chairperson of the B.O.M.

Completing a Garda Vetting Form

Please use BLOCK CAPITALS when completing the form. It is imperative that you complete the Garda Vetting Form fully and correctly. Do not leave any part of the form blank. If there is not an applicable answer, please write N/A or cross out.

Surname: Insert your current Surname.

Previous Surname: Insert your previous name here (i.e., maiden name if applicable).

Forename: Insert your forename/firstname.

Alias: If you are known by any name other than that/those on your birth certificate, please insert here.

PPS No. (formerly R.S.I. Number):
Please enter your P.P.S. no. here (*if you do not have a P.P.S. Number please contact the office of your local Revenue Commissioners to obtain same).*

Date of Birth: Insert your date of birth (dd/mm/yy).

Place of Birth: Insert the name of the city or town that you were born in (*e.g., Dublin City*).

Have you ever changed your name? If yes, tick 'yes' box, if no tick 'no' box.

If yes, please state former name:
Insert any previous surnames if applicable (e.g., in the event that you were married on more than one occasion or that you have changed your name by deed poll etc).

Please state all addresses from year of birth to present date:
It is very important that your current address and all previous addresses, including all addresses abroad, are provided. You must also insert the years that you resided at these addresses, year from and year to. These will be checked and if there is any time unaccounted form the form will be returned to you.

Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?
If no, tick 'no' box. If yes, tick 'yes' box and then please provide details of conviction(s), i.e. Date, Court, Offence, Court Outcome.

Declaration:
Please make certain you fill in the position you are applying for in the section marked: "I, the undersigned have applied to work as a …" You must read this declaration carefully, sign and date it, and also print your name in block capitals underneath the signature.(BLOCK CAPITALS).

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.