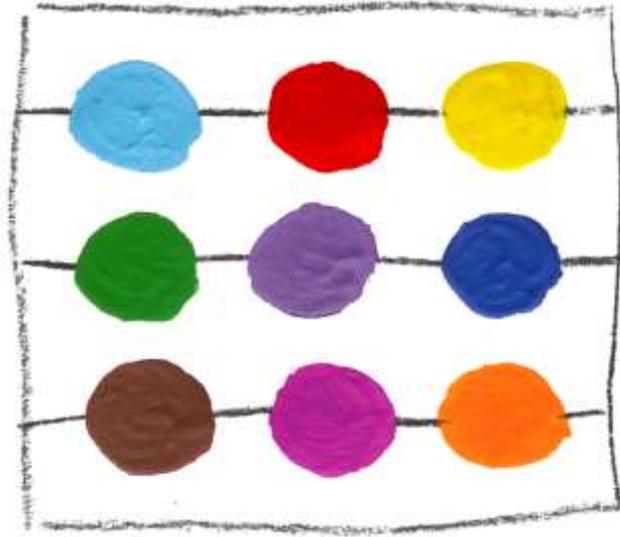


# Garda Vetting Policy



*Carrigaline Educate Together N.S.*

This document is intended to provide details of the main policies of Carrigaline Educate Together National School (CETNS) relating to Garda Vetting. It is intended to help the school community, including staff, parents, guardians and other relevant parties to understand the environment and approach of the school. This document will be regularly reviewed. All feedback is encouraged and welcome.

<b>Version</b>	<b>Description</b>	<b>Authors</b>
November 2009	First version of policy	Board of Management
2011/2012	Review of existing policy & minor amendments	Board of Management
December 2013	Review of existing policy & reformatting of structure	Board of Management
October 2015	Review of existing policy	Board of Management
March 2017	Review of existing policy and reformat	Teachers and Board of Management

### **School Contact Details**

**Principal:** Mel Thornton

**Board of Management Chairperson:** Eric Hurley

**School Phone Number:** 021 -4375616 or 087 7453659

**Address:** Carrigaline Educate Together National School  
Kilnagleary, Carrigaline, Co. Cork.

# Garda Vetting Policy

## Introductory Statement

This policy was drafted as a collaborative exercise between Board of Management (BoM), staff and parents. Members of the Policy Committee have formulated this policy in collaboration with the rest of the committee. It will be presented to the Board of Management for ratification. This policy will be reviewed on a regular basis. The Board of Management, teachers and parents are responsible for the implementation of the policy.

## 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 workers in the school.

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,

## Relationship to the characteristic spirit of the school

The Garda Vetting Policy supports the ethos of Carrigaline Educate Together National School.

Carrigaline Educate Together N.S. is one of a rapidly increasing number of equality based schools throughout the country. The representative organisation for these schools is 'Educate Together'.

Educate Together aims to meet a growing need in Irish society for schools that recognise the developing diversity of Irish life and the modern need for democratic management structures. In particular, Educate Together guarantees children and parents of all faiths and none equal respect in the operation and governing of education.

The schools operated by the member associations of Educate Together are fully recognised by the Irish Department of Education and Science and work under the same regulations and funding structures as other national schools. However, they have a distinct ethos or governing spirit. This has been defined in the following terms:

- **Equality based** i.e. all children having equal rights of access to the school, and children of all social, cultural and religious backgrounds being equally respected
- **Co-educational** and committed to encouraging all children to explore their full range of abilities and opportunities,
- **Child centred** in their approach to education
- **Democratically run** with active participation by parents in the daily life of the school, whilst positively affirming the professional role of the teachers (*Source: Educate Together Charter*)

Whilst the concepts of child-centredness and co-educationalism are now widely accepted in Irish primary education, what distinguishes the Educate Together schools is their hard work in developing a culturally inclusive and democratic ethos. This has pioneered unique approaches to inclusion of minority opinions and faiths in the Irish context.

The schools have developed education programmes which open the eyes of children to the naturally positive contribution that social, religious and cultural diversity and difference of viewpoint and opinion make to society.

The other characteristic feature of these schools is that they are democratically organised and governed. This maximises the potential for building a genuine partnership between the professional, objective role of the teacher and the necessarily personal involvement of the parent in contributing to their children's education.

*Information taken from the Educate Together website [www.educatetogether.ie](http://www.educatetogether.ie)*

Carrigaline Educate Together N.S. makes the distinction between denominational education and moral/religious education. The ethical curriculum followed by the school is called the Learn Together Curriculum. It is comprised of four strands: *Morality & Spirituality, Equality & Justice, Belief systems, Ethics & the environment.*

Denominational instruction will be facilitated by the school insofar as groups will be permitted to use the school premises. This is organised by parents outside of school hours.

## **Aims**

The aims and objectives of the policy can be summarised as follows:

- The goal of this policy is to ensure that the school is a safe and secure environment for children
- That the school views Garda vetting as one of the key elements in the delivery of a comprehensive and robust child protection system
- All efforts are in place to maximise safety and protection of the children in the school
- The protection of the school in providing services to children
- The protection of personnel within an organisation providing services to children
- Risks are minimised and managed in respect of potential exposure to abuse
- A deterrent to potential abusers is in place, as well as assisting in the choice of the most appropriate staff

## **Garda Vetting**

All offers of employment to non-teaching staff and all relevant volunteer roles are subject to satisfactory Garda Vetting Disclosures.

A copy of all necessary forms are available on the patron body, Educate Together's, website at <https://www.educatetogether.ie/support/garda-vetting> . A sample copy of the forms have been included in the appendices below.

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 invited to a meeting regarding any disclosures of a criminal record or other information, including to address 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 all decisions, it is recognised that the school's first priority is its responsibility to the children attending the school.

## **Success Criteria**

This policy will be successful if the following criteria are met:

- The school views Garda vetting as one of the key elements in the delivery of a comprehensive and robust child protection system
- All efforts are in place to maximise safety and protection of the children in the school
- The protection of the school in providing services to children is ensured
- The protection of personnel within an organisation providing services to children is ensured
- Risks are minimised and managed in respect of potential exposure to abuse
- The policy is effective as a deterrent to potential abusers, as well as assisting in the choice of the most appropriate staff

## **Roles and Responsibilities**

The following have responsibility for ensuring the effective implementation of this policy:

- The Board of Management
- The Principal

## **Timeframe for Implementation**

This policy was implemented in March 2017. This policy will be reviewed biennially, or as required.

## **Timeframe for Review**

This policy will be reviewed in the school year 2018/2019

## **Responsibility for Review**

- Staff
- Parents
- Post holders
- Policy committee
- BOM/DES (Department of Education and Skills)/Others

## **Ratification and Communication**

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

Policy amendments were circulated to the members of the Board of Management prior to the meeting in March 2017. It was formally ratified on \_\_\_\_\_.

Notification that the policy is available to be viewed, will be communicated to parents via the next school communication. It will also be available to view in hard copy in the school's office by appointment.

Signed: \_\_\_\_\_  
CHAIRPERSON of the B.O.M

Date: \_\_\_\_\_

## ***Reference Section***

- Circular 0031/2016 (DES)
- Educate Together Garda Vetting Guidelines:  
[https://www.educatetogether.ie/sites/default/files/20161017\\_1d\\_garda-vetting-guidelines.pdf](https://www.educatetogether.ie/sites/default/files/20161017_1d_garda-vetting-guidelines.pdf)

## *Appendix 1*



### **Guidelines for completing Vetting Invitation Form (NVB 1)**

Please read the following guidelines before completing this form.

#### **Miscellaneous**

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The Form should be completed in ball point pen.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3 – Parent/Guardian Consent Form will be required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent/Guardian Email address on the NVB 1 form.

#### **Personal Details**

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

#### **Role Being Vetted For**

The role being applied for must be clearly stated. Generic terms such as “Volunteer” will not suffice.

#### **Declaration of Application**

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.

Educate Together,  
 Equity House, 2<sup>nd</sup> Floor,  
 16/17 Upper Ormond Quay,  
 Dublin 7.



Your Ref:

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Form NVB 1

## Vetting Invitation

### Section 1 – Personal Information

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):																				
Middle Name:																				
Surname:																				
Date Of Birth:	D	D	/	M	M	/	Y	Y	Y	Y										
Email Address:																				
Contact Number <sup>†</sup> :																				
Role Being Vetted For:																				
Current Address:																				
Line 1:																				
Line 2:																				
Line 3:																				
Line 4:																				
Line 5:																				
Eircode/Postcode:																				

### Section 2 – Additional Information

Full Name of School:

I have provided documentation to validate my identity as required and I consent to the masking of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. Please tick box

Applicant's Signature:

Date: 







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Note: Please return this form to the above named school. An invitation to the e-vetting website will then be sent to your email address.



## PARENT/GUARDIAN CONSENT FORM (NVB 3)

### Applicant Details

Forename(s):																												
Surname:																												
Date Of Birth:	D	D	/	M	M	/	Y	Y	Y	Y																		

### Parent/Guardian Details

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):																																		
Surname:																																		
Relationship to applicant:											Father:								Mother:								Guardian:							
Address:																																		
Line 1:																																		
Line 2:																																		
Line 3:																																		
Line 4:																																		
Line 5:																																		
Eircode/Postcode:																																		

### Parent/Guardian Consent

I, being the Parent/Guardian of the above named applicant, consent for the National Vetting Bureau to conduct vetting in respect of the above named applicant in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Parent/Guardian  
Signature:

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Date:

D	D	/	M	M	/	Y	Y	Y	Y
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Together

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## Garda Vetting Verification ID Form

In accordance with National Vetting Bureau (NVB) procedures, applicants are required to provide proof of their identity and proof of address as part of the Garda Vetting process. Applicants under 18 years of age must attach a completed Parent/Guardian Consent form (NVB 3).

Incomplete or illegible forms will be returned directly to the school organisation. PLEASE: Print clearly in BLOCK CAPITALS

**TO BE COMPLETED BY THE PRINCIPAL OR CHAIRPERSON IN THE SCHOOL**

Name of Vetting Applicant:	
Roles* being vetted for:	 <hr/> <hr/> <hr/>
School:	<hr/> Educate Together N.S.
Please indicate the position of person verifying documents**	Principal/Chairperson
Signed:	
Date:	

\*The role must be clearly specified e.g. 'Basketball Coach' or 'Paired Reading Assistant' etc. Generic terms such as 'Volunteer' will not suffice.

\*\*The Principal/Chairperson of Board of Management shall retain copies of the identification documents along with a copy of the NVB 1 form for their records.

**PLEASE NOTE: Under Section 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016 it is an offence to knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain a vetting disclosure.**

## Vetting Identification Documents

When conducting Garda Vetting, the organisation (school) should require vetting subjects to present identification totalling 100 points to ensure they are checking the correct person. A full list of alternative acceptable forms of identity and the points they carry is available on the National Vetting Bureau website <https://vetting.garda.ie/Help/FAQ> - Verification of Identity

### Photographic I.D.

Please tick one of the following

Vetting Verification Documents	Score	Tick
Irish Driving Licence or Learner Permit (new credit card format)	80	
Irish Public Services Card	80	
Current Passport (from country of origin)	70	

### Proof of address

Please tick one of the following

Vetting Verification Documents	Score	Tick
P60 or P45 (from current year)	35	
Utility Bill e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile bills are not acceptable.)	35	
Bank/Building Society/Credit Union Statement (within last 6 months)	35	

If none of the above identification options are suitable, please list others below:

Vetting Verification Documents	Score	Tick

### Recent arrival in Ireland (less than 6 weeks)

Passport	100	
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### Vetting Subject is unable to achieve 100 points\*

Affidavit witness by a Commissioner of Oaths	100	
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<b>Total Score</b>	<b>100</b>	
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