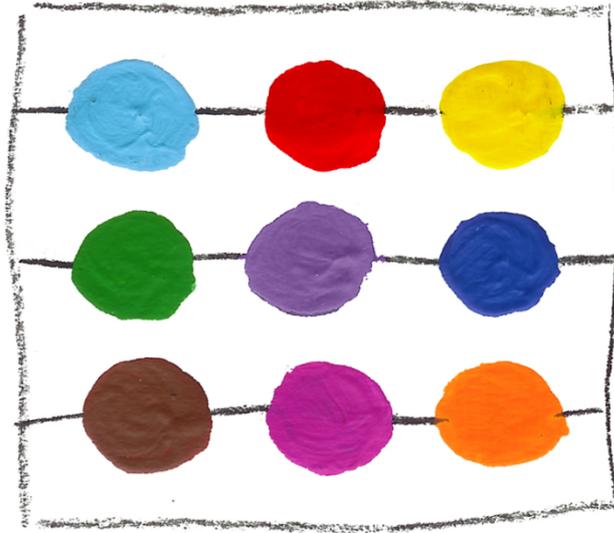


Garda Vetting Policy



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.

Version	Description	Authors
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
November 2017	Review of existing policy and format	Board of Management
March 2020	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 work 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. Under the new legislation statutory vetting will now include a check for any relevant "soft information" - which is information other than criminal convictions held by the Garda Síochána that leads to a bona-fide belief that a person poses a threat to children or vulnerable persons.

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 Skills 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

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.

Retrospective Vetting

The DES has published Circular 16/2017 which sets out the requirements for retrospective vetting of teaching staff, non teaching staff and volunteers.

Under the Vetting Act, there is now a statutory requirement that those who are **currently employed and/or volunteering in a school and carrying out 'relevant work' who have not previously been vetted (under the National Vetting Bureau or Garda Central Vetting Unit) must be now retrospectively vetted.** Schools and boards of management must therefore ensure compliance with retrospective vetting requirements as failure to do so is a criminal offence punishable by a fine of up to €10,000 or a prison term of up to 5 years or both.

All registered teachers (including resource and learning support) who have not been vetted to date will be retrospectively vetted by the Teaching Council in the context of their annual renewal of registration. Educate Together will conduct retrospective vetting for all special needs assistants, ancillary staff and volunteers (carrying out 'relevant work' and who commenced their role pre April 2016)."

Data Protection

All rules of Data Protection will be observed in respect of any data received following a Garda Vetting. Information will be kept safe and secure, and will be retained only while necessary for the purpose obtained.

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 November 2009. This policy will be reviewed biennially, or as required.

Timeframe for Review

This policy will be reviewed in the school year 2024/2025

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.

This policy was reviewed as the Board of Management meeting on March 2nd 2020.

Signed: _____
CHAIRPERSON of the B.O.M

Date: _____

Reference Section

- Circular 16/2017 (DES)
- Circular 0031/2016 (DES)
- Educate Together Garda Vetting Guidelines:
https://www.educatetogether.ie/sites/default/files/20161017_ld_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, 2nd 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:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y
D	D	/	M	M	/	Y	Y	Y	Y		
Email Address:											
Contact Number:											
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:

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I have provided documentation to validate my identity as required *and* I consent to the making 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:

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Date:

D	D	/	M	M	/	Y	Y	Y	Y
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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.



Educate
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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/>
School:	_ 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 of 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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Total Score	100	
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