



Tuam Educate Together N.S.

VETTING POLICY

AIMS:

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 Tuam Educate Together 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. However in the interest of best practice it is the policy of Tuam Educate Together to Garda Vet any individual who may find themselves in a position on their own with a child or children. The aim of this policy is to ensure that the school is a safe and secure environment for its pupils.

The Policy was formulated in February, 2017 following the introduction of The National Vetting Bureau (Children and Vulnerable Persons) Act 2012, as amended by the Criminal Justice (Spent Convictions and Certain Disclosures Act) 2012, referred to as the 'Vetting Act', and the circulation of the Department of Education and Skills (DES) Circular 0031/2016.

Vetting is now done through the National Vetting Bureau.

The following vetting procedures will apply:

Teachers:

New Appointments:

The Teaching Council will be the relevant organisation for the vetting of teachers. New appointments will be e-vetted through the Teaching Council and the e-vetting will be viewed and shared prior to the Board of Management making any appointment. References, career history, etc. will also be checked prior to ratification of any appointment.

Other Teachers:

Experienced teachers transferring to our school, newly qualified teachers, substitute teachers and those returning to the profession after a three-year absence, will also be e-vetted through the relevant organisation, the Teaching Council. This e-vetting must be viewed and shared prior to the appointment being made.

References, career history, etc. will also be checked prior to ratification of any appointment.



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Special Needs Assistants:

Special Needs Assistants must be vetted through Educate Together prior to employment by the Board of Management. A Vetting Invitation Form will be completed by the prospective S.N.A., together with a copy of Photo I.D. and documentary verification of address.

The completed form is checked, and, signed by the School Principal and forwarded to Head Office for processing.

Ratification of an appointment is contingent on the Board of Management receiving confirmation that the vetting process has been completed satisfactorily.

Ancillary Staff:

Candidates for employment as Ancillary Staff in the school must be vetted. A Vetting Invitation Form will be completed by the prospective ancillary staff member, together with a copy of Photo I.D. and documentary verification of address.

The completed form is checked, and, signed by the School Principal and forwarded to Head Office.

Ratification of an appointment is contingent on the Board of Management receiving confirmation that the vetting process has been completed satisfactorily.

Parents' Association Members/Facilitators/Coaches/Volunteers:

A Vetting Invitation Form will be completed by the prospective Parents' Association Members, Facilitators, Coaches, Volunteers and Contractors together with a copy of Photo I.D. and documentary verification of address.

The completed form is checked, and, signed by the School Principal and forwarded to head office.

Student Volunteers

Any 2nd/3rd level students over the age of 16 wishing to volunteer or complete teaching practice must also be vetted for the position. This is organised through their school/ college and must be in place prior to placement.

One off visitors

It is not feasible to vet off one off visitors to the school, e.g. authors, politicians, medical professionals. The principal and staff will always ensure that pupils are never left alone with an unvetted person.



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**All data received from the National Vetting Bureau is considered private and confidential.
All rules of data protection will be observed in respect of data received from the Bureau.**

February 2017

This Policy shall be revised regularly by the Board of Management of Tuam ETNS

Signed on behalf of the Board of Management:

Chairperson: _____ Date: _____

Principal: _____ Date: _____