

**St. Joseph's N.S., Ballymitty**  
**Roll No. 175540**

**GARDA VETTING POLICY**

**Introduction:**

This policy was formulated in December 2016 by the teaching staff, parents and the Board of Management of St. Joseph's National School.

**Rationale:**

The [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012-2016](#), which came into effect on 29 April 2016, make it mandatory for people working with children or vulnerable adults to be vetted by the Garda Síochána National Vetting Bureau.

**Aims and Objectives**

The core aim of this policy is:

to safeguard the pupils, staff and any employees of St. Joseph's N.S

to ensure the safety and wellbeing of all members of the school community

**Who must be vetted?**

Under the Acts, any person whose work or activity involves access to children or vulnerable adults must be vetted. Workers include staff, volunteers and those on student placements working for a relevant organisation through which they have unsupervised access to children and/or vulnerable adults. Section 2 defines "relevant organisation" as one that employs or permits a person to carry out work or activities which mainly consist of them having access to, or contact with, children or vulnerable adults.

**National Vetting Bureau:**

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 (the Vetting Act) was commenced from 29 April 2016. This, in effect, means that any person employed in the school thereafter must go through the Garda Vetting Procedure as outlined in Circular 0031/2016 Commencement of Statutory Requirements for Garda Vetting (published 28 April 2016). This policy outlines the statutory requirements that will apply to school authorities from 29 April 2016 along with the practical arrangements that will be in place to support the vetting procedures. This circular supersedes and replaces both Circular 0063/2010 and Circular 26/2015 and applies to all recognised primary and post-

primary schools and any other state funded centres for education (as defined in the Education Act, 1998) for children or vulnerable persons.

### **Roles and Responsibilities**

Board of Management - The role of the BOM is to:

Familiarise themselves with Circular 0031/2016 and with the vetting procedures of the Vetting Act

Have in place the necessary policy, procedures and practices to ensure compliance with both the Vetting Act and Circular 0031/2016

To be aware of the criminal offences that will apply in the event of failure to comply with these requirements.

### **Principal - The role of the Principal is to:**

Bring to the attention of both school staff and BOM the new statutory requirements in respect of Garda Vetting and to keep informed of any changes to the Vetting procedures

Outline to any prospective employee the obligation they have to be Garda Vetted and to provide them with the necessary documentation and information on how to apply for Garda Vetting

Create a Garda Vetting File which keeps up to date information, identity documentation etc on employees who have been vetted

### **Details disclosed:**

When a prospective worker is vetted by the National Vetting Bureau, their criminal record (if any) is disclosed to the authorised liaison person in the registered organisation. A vetting disclosure will include details of all convictions and pending prosecutions and a statement of specified information\* (if any) or a statement that there is no criminal record or specified information relating to the person being vetted.

\*Specified information (also known as soft information): is information other than criminal convictions where such information leads to a bona-fide belief that a person poses a threat to children or vulnerable people.

Minor offences: Under Section 14A of the Acts convictions for certain minor offences in the District Court that are over 7 years old are not included in the disclosure.

However, this provision does not apply to offences that are specified in Schedule 3 of the Acts and in Schedule 1 of the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016.

**Re-vetting:**

Section 20 of the Acts provides for the re-vetting of employees and other workers after a certain period of time which is to be set out in regulations. Until then, good practice suggests that re-vetting should be carried out every 5 years.

**Success Criteria: (by which the policy will be judged)**

Board of Management, school staff and parents are aware of vetting procedures and policies in place

All necessary documentation is in place for all employees employed since April 29th 2016. All documentation is on file in the school office.

**Monitoring and Review:**

The principal is responsible for monitoring and reviewing this Garda Vetting Policy at staff level on an annual basis and reports any review the staff deem necessary to the Board of Management.

This policy was ratified by the Board of Management on \_\_\_\_\_.

Signed: \_\_\_\_\_

Fr. Denis Browne  
Chairperson of BOM

Ms. Audrey McCarthy  
Principal

**BALLYMITTY N.S**