



EAST GLENDALOUGH SCHOOL

POLICY FOR VETTING OF EMPLOYEES/VOLUNTEERS

in respect of DES Circular 0031/2016

1. Purpose

To ensure that East Glendalough School is a safe and secure environment.
To ensure that vetting of school personnel is carried out in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Act 2012

- to the highest standards of good practice;
- in compliance with all legal and ethical obligations;
- in an open, transparent and just manner;

2. The Policy

All staff recruited from 1st September 2006 or later will be vetted according to the arrangements agreed between the Department of Education and Skills and the Joint Managerial Board. All new staff means all personnel working in a full-time, part-time, voluntary or student capacity who will have unsupervised access to children.

3. Garda Vetting for Qualified Teachers

Prior to 29 April 2016:

Qualified teachers who were first employed in East Glendalough School between 1st September 2006 and 29th April 2016 completed Garda Vetting with the Garda Central Vetting Unit via the Teaching Council¹.

After 29 April 2016:

At the completion of a selection process, when a preferred teaching candidate has been selected, the candidate, if qualified, must facilitate electronic access to vetting disclosures provided by the National Vetting Bureau to the Teaching Council. Such disclosures may provide information on criminal convictions and /or “soft” information.

Where a vetting disclosure reveals either a conviction or other information the Principal is authorised to determine whether a child protection concern exists and the relevance of this concern, the determination being made in accordance with this policy. Should the Principal deem it necessary, s/he may consult the Chairperson of the Board of Management before reaching a decision.

¹ Sections 20 and 21 of the NVB Act 2012 deal with the retrospective vetting of those employed prior to 2006. These sections of the Act are yet to be commenced; these retrospective vettings will happen at a future date.

Should the Principal deem it necessary, s/he may bring the issue to the attention of the Board of Management, or a sub-committee of that Board.

All offers of employment will be subject to satisfactory vetting.

Failure to facilitate immediate and timely electronic access to vetting disclosure will disqualify the candidate and no offer of employment will be made to him or her.

In deciding whether a particular conviction or soft information renders a candidate unsuitable for appointment, the Principal, Chairperson of the Board of Management and others on the Board of Management will have regard to:

- The nature of the offence/information and its possible relevance to the post;
- The date of the offence/information (offences many years in the past may be less relevant than more recent offences);
- The frequency of the offence/ information (a series of offences will give more cause for concern than an isolated minor conviction);
- Offences which are not sexual or violent in nature. Drug related offences of a minor nature committed before the age of 18 will be judged in the light of the age of the applicant at the time of the offence.
- Pending prosecutions or unsuccessful prosecutions, which will be disclosed by the vetting process. Such prosecutions will be assessed in the light of the nature, age and frequency of the alleged offence(s) and of the age of the candidate at the time of the alleged offences.

4. Garda Vetting for all other Employees or Volunteers with the School

All employees of East Glendalough School who are not qualified teachers originally employed in the School between 1st September 2006 and 29th April 2016 completed Garda Vetting with the Garda Central Vetting Unit via the Association of Community and Comprehensive Schools

From 29 April 2016, the following will apply:

At the completion of a selection process, when a preferred employee or volunteer has been selected, the candidate or volunteer, must complete a National Vetting Bureau Vetting Form for submission to the ACCS, or facilitate electronic access to vetting disclosures provided by the National Vetting Bureau to the ACCS as applicable.

Such disclosures may provide information on criminal convictions and /or “soft” information.

Where a vetting disclosure reveals either a conviction or other information the Principal is authorised to determine whether a child protection concern exists and the relevance of this concern, the determination being made in accordance with this

policy. Should the Principal deem it necessary, s/he may consult the Deputy Principal or Chairperson of the Board of Management as appropriate.

If, in the opinion of any party to this process, there is a child protection concern, the candidate or volunteer in question will not be appointed by or accepted in the School.

All offers of employment (or agreement to accept a volunteer) will be subject to satisfactory vetting.

Failure to facilitate in a timely manner electronic access to vetting information or to complete vetting forms will disqualify the candidate / volunteer and no position of employment will be made to him or her.

In deciding whether a particular conviction or soft information renders a candidate unsuitable for appointment, the School personnel involved will have regard to the same principles outlined above (section 3).

5. Contract Workers in the School

All firms engaged in work on the School Campus which allows unsupervised access to pupils will be required to provide vetting documentation to the Principal/Clerical Officer for each employee who works on College property prior to the commencement of any work.

Should there be a concern raised by the School in respect of any disclosure, the contracting firm will not be permitted to allow that employee to attend East Glendalough School.

The decision of the Principal in this matter will be final.

6. Roles and Responsibilities:

The Principal will be responsible for the implementation of this policy.

The Principal and administrative staff will process electronic and paper-based vetting disclosure requests on behalf of the School with the Teaching Council (in the case of qualified teachers) and the Association of Community and Comprehensive Schools (for all other employees or volunteers). These bodies will liaise with the National Vetting Bureau.

Should the School be made aware at any time of any information that may be of concern for the purposes of Child Protection, the School reserves the absolute right to render null and void any commitment to employment or engagement with volunteer services at any stage before or after employment/ volunteering commences. The School notes that the Vetting Act provides that a school authority may consider and take into account all information in a vetting disclosure when assessing the suitability of a person who is the subject of a disclosure.

Should it be deemed appropriate, the Principal may meet the applicant in person and in privacy. The applicant may be informed of the nature of the disclosure and may be given an opportunity to respond to it before a final decision on suitability is made.

Where an applicant applies to the School for a copy of his/her vetting disclosure document, a copy will be given to him/her.

The principles of Data Protection will be strictly observed by the School.

7. Implementation:

This Vetting Policy will be made available on the School website for candidates and volunteers to access.

Candidates for positions in and volunteers to the School will also be informed that vetting is an essential requirement for employment or volunteering in the School.

The School notes that the Vetting Act does not require a school authority to obtain vetting disclosure in the case of unpaid volunteers who assist a school on an occasional basis providing such assistance does not involve the coaching, mentoring, counselling, teaching or training of children, or in the case of external examiners deemed to be vetted by virtue of registration with the Teaching Council.

The School further notes that retrospective vetting of those employed prior to 2006 will take place under sections 20 and 21 of the Act at a future date and under the guidance of the Department of Education and Skills.

8. Policy Review:

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

Board of Management
East Glendalough School
June 2016