

# **Sample Vetting Policy for Educate Together National Schools (to be handed to all candidates)**

The following template may be of help in formulating the school's policy:

## **1. Vetting Policy for (Name of School)**

### **2. Rationale:**

It is the intention that all members of the school community who have unsupervised access to children have undergone the Garda Vetting process, and will be re-vetted on a regular basis.

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 Garda Central Vetting Unit (GCVU). The function of the GCVU is to provide details of '***all prosecutions, successful or not, pending or completed, and/or convictions***' in respect of an applicant to a registered organisation.

### **3. Goals:**

The goal of this policy is to ensure that the school is a safe and secure environment for children.

### **4. The Policy**

All offers of employment to non-teaching staff and volunteers are "subject to satisfactory vetting by the Garda Central Vetting Unit".

Failure to complete the Garda Vetting form will automatically disqualify the candidate. The provision of inaccurate information on the Garda Vetting Application form, such as an inaccurate date of birth or address, may also disqualify.

Candidates will be able to challenge the information provided by the GCVU especially to avoid errors or cases of mistaken identity. In such cases, re-vetting will take place.

All returned GV forms will be handled in strictest confidence.

Completed Forms 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 will take as its first priority its responsibility to the protection of children attending school activities.

### **5. Policy Review:**

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

*Policy adopted by Board of Management on \_\_\_\_\_*

*Signed \_\_\_\_\_*

Chairperson.