



*Scoil Náisiúnta an Easpaig Ó Gealbháin*  
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## **Garda Vetting Policy**

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 Bishop Galvin National School 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 Bishop Galvin National School to “Garda Vet” any individual who may find themselves in a position on their own with a child or children.

**Ref. Circular 0094/2006**

### **Aims of the Policy**

- To ensure that the school is a safe and secure environment for the children in our school
- That Garda Vetting is part of the wider process ensuring the protection and safety of all members of the school community.

### **What is Garda Vetting?**

The process of Garda Vetting is carried out by the Garda Central Vetting Unit (GCVU). Garda Vetting is one component of an effective recruitment process used by schools in the Dublin Diocese. Vetting is provided in respect of full and part-time staff members and/or volunteers who may have unsupervised access to children. 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.

The vetting service is provided by the Garda Central Vetting Unit based in Thurles Co. Tipperary. It operates through the Diocesan Garda Vetting Administrator in Clonliffe College, Dublin 3 who will assist in the process.

### **Procedure**

The applicant completes the Garda Vetting form, which is then sent by the employer to the Garda Vetting Administrator, Holy Cross Diocesan Centre, Clonliffe College, Dublin 3. The Garda Vetting form is then forwarded to the GCVU.

All rules of Data Protection will be observed in respect of any data received following a Garda Vetting;

- Information will be obtained and processed fairly
- Information will be kept for a specified, explicit and lawful purpose

- Use of and disclosure of information obtained occurs only in ways compatible with these purposes
- Information will be kept safe and secure
- It will be retained only while necessary for the purpose obtained
- Information received from the Vetting Unit will be shared with the individual at their request.

All offers of employment to non-teaching staff and volunteers are 'subject to satisfactory vetting by the Garda vetting Unit'. Teaching staff are vetted separately by the Teaching Council.

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

Decisions on whether to accept an applicant will involve consideration of a number of criteria as well as the Garda Vetting findings. In the case of convictions, cognisance will be taken of the nature and dates of the conviction, restorative justice and rehabilitation of offenders.

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.

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.

**Guidelines for Applicants Completing a Garda Vetting Form are provided by the Archdiocese and will be issued to all personnel who require vetting.**

**Sanctioned by BOM on June 8<sup>th</sup> 2009**

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