



Circular 0063/2010

**To: The Managerial Authorities of Recognised Primary, Secondary, Community, and Comprehensive Schools  
and  
The Chief Executive Officers of Vocational Education Committees**

## **Recruitment procedures – requirements for Garda vetting**

### **1. Introduction**

The main purpose of this circular is to update and clarify the requirements for Garda vetting as part of recruitment procedures for all teaching and non-teaching positions. The **main elements** of this circular are set out below and are further expanded in **Appendix 1**.

- Thorough recruitment procedures must always be followed and are an essential element of child protection practice. Vetting does not take the place of recruitment procedures but is to be used as part of those procedures.
- All persons being appointed to teaching positions of any duration must be vetted prior to commencing employment unless they have already been vetted during the same or previous calendar year. This requirement to be vetted now includes teachers who are changing employment to other schools. Teachers who are seeking employment (including substitute work) and those who are likely to be changing employment(s) should apply to the Teaching Council at least 3 months in advance so that their vetting can be arranged in a timely manner.
- All persons being appointed to non-teaching positions of any duration must be vetted prior to commencing employment unless they have already been vetted through the same registered organisation during the same or previous calendar year. In such cases the relevant registered organisation (e.g. diocesan office, management body etc.) will provide the school authority with either the original vetting outcome or a certified copy of same.
- Every effort must be made to complete the vetting process in advance of appointments being made. However, if this is not possible (for reasons outside the control of the school authority) then the prospective employee must confirm acceptance in writing that his/her appointment is subject to the satisfactory outcome of the vetting process.
- As an additional safeguard, the child protection related Statutory Declaration at **Appendix 2** must be provided by all persons being appointed to teaching and non-teaching positions of any duration. A Statutory Declaration is regarded as valid if made in the same or previous calendar year. In addition, the associated undertaking (which is specific to the employing school authority) must be signed by all persons prior to commencing employment of any duration. For administrative ease, the Department's payroll appointment forms will incorporate this undertaking. However, for any appointment (teaching or non-teaching) that does not require completion of a payroll appointment form, the Form of Undertaking at **Appendix 2** must be completed. A Form of Undertaking is regarded as valid for other appointments to the same school authority if signed within the same or previous calendar year.
- This circular introduces vetting requirements for other persons (such as volunteers, sports coaches etc.) that have or may have unsupervised access to children or vulnerable adults. (Full details are contained at question 9 of **Appendix 1**)

## 2. Definitions

In this circular except where the context requires otherwise –

“**applicant**” refers to the person in respect of whom the vetting application is being made.

“**authorised signatory**” is the person in the registered organisation nominated to act as a conduit between the school and the Garda Central Vetting Unit.

“**calendar year**” refers to the twelve-month period commencing January 1<sup>st</sup> and ending on December 31<sup>st</sup>.

“**GCVU**” is the Garda Central Vetting Unit.

“**registered organisation**” refers to an organisation registered with the Garda Central Vetting Unit.

“**school authority**” refers to the relevant managerial authority for the school concerned i.e. the relevant VEC in the case of VEC schools and board of management/manager in the case of all other schools.

“**school contact person**” is the person designated by the school to liaise with the authorised signatory. The school contact person will usually be the chairperson of the Board of Management or the principal. The school authority should also designate a person to deputise for the contact person during his/her absence

## 3. General

This circular replaces Circular 0094/2006 and the vetting requirements in the “Constitution of Boards and Rules of Procedure” booklet published in October 2007. The vetting arrangements set out in this circular apply in all recognised primary and post-primary schools and any other state funded centres of education for children or vulnerable adults.

The requirements of this circular come into effect from **1 January 2011**. It is the responsibility of each relevant school authority to have in place the necessary policy and procedures to ensure compliance with this circular.

As confidentiality is absolutely essential in the processing of vetting applications it is vital to ensure that the appropriate security arrangements are in place at all stages of the vetting process to protect the security, confidentiality and integrity of all personal data of applicants. All data must be managed within the statutory provisions of the Data Protection Acts.

Any person who refuses to be vetted cannot be appointed or engaged by the school in any capacity including in a voluntary role.

It is important to note that facts or information may come to the attention of a school authority, through the vetting process, as part of recruitment procedures or at a later stage which call into question a person's suitability, from a child protection perspective, to work with children or vulnerable adults. It will be a matter for the school authority to consider all the circumstances of the case, give due weight to all relevant factors and afford fair procedures to the individual concerned before making a decision. This will naturally have to be assessed on a case by case basis.

#### **4. Recruitment procedures**

Thorough recruitment procedures are an essential element of child protection practice and should include seeking and following up of references and ensuring that any unexplained gaps in employment records/curriculum vitae are satisfactorily accounted for. Vetting should not take the place of recruitment procedures but must be used as part of those procedures.

School authorities should be conscious of their responsibilities, including those related to child protection, when requested to furnish a reference in respect of a particular individual.

#### **5. Frequently Asked Questions (FAQs)**

This circular's requirements in relation to vetting are expanded further in a Question and Answer format in **Appendix 1** of this circular.

#### **6. Queries in relation to this circular**

Queries in relation to individual applications for vetting should be raised in the first instance with the relevant registered organisation (Teaching Council, diocesan office, management body or VEC etc.).

General queries in relation to this circular should be e-mailed to the Department at:

[schoolgovernance@education.gov.ie](mailto:schoolgovernance@education.gov.ie)

#### **7. Dissemination of circular**

A copy of this circular should be provided to members of the board of management and the staff of each school. A copy should also be provided to the parents association. This circular may be accessed on the Department of Education and Skills website at [www.education.ie](http://www.education.ie). An Irish version of this circular is also available on the Department's website.

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## **Appendix 1 - Frequently Asked Questions (FAQs)**

The vetting process and this circular's requirements in relation to vetting are expanded further in the Question and Answer format below:

1. What is Garda vetting?
2. Who must be vetted?
3. When should the vetting process commence?
4. What happens if an appointment to a teaching or non-teaching position needs to be made and the vetting process is not fully completed?
5. What is the role of school authorities in the vetting process?
6. What is the vetting process for persons being appointed to teaching positions?
7. What is the vetting process for persons being appointed to non-teaching positions?
8. Do student teachers need to be vetted?
9. What is the vetting process for other persons (non-employees) such as volunteers, sports coaches etc.?
10. Who must complete the Statutory Declaration and Form of Undertaking at Appendix 2 of this circular?
11. What is the position in relation to the vetting of existing teachers?
12. What is the position in relation to the vetting of existing non-teaching staff?
13. What is the position in relation to the vetting of persons employed in the conduct of the annual state examinations?
14. Is there more detailed guidance available on the vetting process?

### **1. What is Garda Vetting?**

Vetting is conducted by the Garda Central Vetting Unit (GCVU). The function of the GCVU is to provide to a registered organisation a statement which gives details of all convictions and/or prosecutions, successful or not, pending or completed in relation to the applicant for vetting.

Garda vetting does not provide clearance for persons to work with children. It simply provides the above information to the registered organisation.

The Garda Central Vetting Unit does not liaise directly with individual applicants or schools. The GCVU issues the relevant disclosure only to an authorised person within a registered organisation for Garda vetting.

Garda vetting may be conducted in respect of an individual over 18 years of age on his/her written authorisation. Where the individual is between the ages of 16 and 18 years, in addition to the written authorisation of the individual, the written authorisation of the individual's parents/legal guardians will also be required. Garda vetting is not conducted in respect of individuals under the age of 16 years.

## 2. Who must be vetted?

The categories of persons who must be vetted are set out below. It is important to note that any person who refuses to be vetted cannot be appointed or engaged by the school in any capacity including in a voluntary role.

- (a) All persons being appointed to **teaching positions** must be vetted prior to commencing employment unless they have already been vetted during the same or previous calendar year. The requirement for vetting applies in respect of all types of appointment of any duration including full-time, part-time and substitute positions.

This requirement to be vetted applies at the time a teacher is commencing employment of any duration and includes those teachers who are changing employments e.g. moving between schools on transfer, redeployment etc..

Although not changing employer, teachers who are returning to work after a leave of absence of 2 or more years must also be vetted.

The requirement to be vetted does not apply in the case of:

- A teacher who transfers between schools that are part of the same VEC or
- A teacher who is being re-employed by the same school authority provided there is no gap (other than school holidays) immediately prior to the re-employment and the teacher has been previously vetted for the initial employment with that school authority.

Teachers who are seeking employment (including substitute work) and those likely to be changing employment(s) should apply to the Teaching Council at least 3 months in advance so that their vetting can be arranged in a timely manner.

- (b) All persons being appointed to **non-teaching positions** must be vetted prior to commencing employment unless they have already been vetted through the same registered organisation during the same or previous calendar year. In such cases the relevant registered organisation (e.g. diocesan office, management body etc.) will provide the school authority with a certified copy of the previous vetting outcome.

The requirement for vetting applies in respect of all types of appointment of any duration including full-time, part-time and substitute positions.

This requirement to be vetted applies at the time the person is commencing employment of any duration and includes those persons who are changing employments e.g. moving between schools etc.

Although not changing employer, any person who is returning to work after a leave of absence of 2 or more years must also be vetted.

The requirement to be vetted does not apply in the case of:

- A person who transfers between schools that are part of the same VEC or
- A person who is being re-employed by the same school authority provided there is no gap (other than school holidays) immediately prior to the re-employment and the person has been previously vetted for the initial employment with that school authority.

(c) **Any other persons** (non-employees) such as volunteers, sports coaches, etc. who have, or may have, unsupervised access to children or vulnerable adults must be vetted unless they have already been vetted within the previous 5 year period. This requirement to be vetted applies in respect of all such persons who have or may have unsupervised access to children or vulnerable adults and who, at the date of this circular or in the future, are engaged by the school in any such capacity. A non-exhaustive list of examples of persons to whom this section may apply include those involved in extracurricular activities, volunteers, sports coaches, external tutors or other persons engaged by the school to assist in and support school activities.

Vetting of these persons should, where possible, be done by the relevant sporting, voluntary or community organisation.

### **3. When should the vetting process commence?**

Teachers who are seeking employment (including substitute work) and those teachers who are likely to be changing employment(s) should apply to the Teaching Council at least **3 months in advance** so that their vetting can be arranged in a timely manner.

Some prospective employees for teaching positions may already have been vetted during the same or previous calendar year and will therefore be able to provide the original vetting letter that they received from the Teaching Council. The school authority must view the teacher's original vetting letter and retain a copy for its records.

Some prospective employees for non-teaching positions may also have been vetted during the same or previous calendar year. In some cases the prospective employee may have been vetted in the same or previous calendar year in respect of employment in another school that comes within the ambit of the same registered organisation. In such cases the school authority must obtain a certified copy of the vetting outcome from the authorised signatory in the relevant registered organisation.

Otherwise, the school authority must ensure that the application for vetting is submitted immediately following the conclusion of the selection process.

#### **4. What happens if an appointment to a teaching or non-teaching position needs to be made and the vetting process is not fully completed?**

Every effort must be made to complete the vetting process in advance of appointments being made. However, in certain circumstances, it may be the case that even though the vetting application has been submitted at the earliest stage, it may not be possible (for reasons outside the control of the school authority) to have the vetting process completed in advance of an appointment being made. In such cases, the prospective employee must be informed in the letter of appointment or separately in writing that his/her appointment is subject to the satisfactory outcome of the vetting process.

The prospective employee must confirm in writing his/her acceptance of this condition prior to commencing employment. Where possible, the school authority must minimise the occasions when such a person has unsupervised access to children or vulnerable adults.

If, on receipt of the outcome of the vetting application and having followed appropriate due process, the school authority considers that the person concerned is not suitable for appointment, then the appointment must be terminated.

#### **5. What is the role of school authorities in the vetting process?**

It is the responsibility of the relevant school authority to have in place the necessary policy and procedures to ensure compliance with the requirements set out in this circular.

The school authority must designate one person as a contact person for the purpose of liaising with the authorised signatory in relation to vetting applications on behalf of the school. The school contact person will usually be the chairperson of the board of management or the principal. The school authority should also designate a person to deputise for the contact person during his/her absence.

A key issue for a school authority is to determine whether any disclosure as a result of the vetting application would render a person unsuitable for employment/engagement by the school.

It should be borne in mind by the school authority that the fact that a person has a conviction does not automatically render that person unsuitable to work with children or vulnerable adults. The primary criterion in assessing the significance of the conviction or other aspect of the disclosure is its relevance to child protection. An objective and balanced approach is critical in this regard. It is for the school authority to make a judgement as to the person's suitability.

The Teaching Council, in the context of registration, has guidelines for assessing vetting disclosures that have convictions and/or prosecutions pending. This guidance is available on the Teaching Council website and is an important source of reference

for school authorities:

[http://www.teachingcouncil.ie/garda\\_vetting/default.asp?NCID=552](http://www.teachingcouncil.ie/garda_vetting/default.asp?NCID=552)

It is important to note that thorough recruitment procedures are an essential element of child protection practice and should include seeking and following up of references and ensuring that any unexplained gaps in employment records/curriculum vitae are satisfactorily accounted for. Vetting should not take the place of recruitment procedures but must be used as part of those procedures.

## **6. What is the vetting process for persons being appointed to teaching positions?**

The Teaching Council is the registered organisation that liaises with the GCVU for the vetting of teachers. The Teaching Council will only arrange vetting of teachers who have registered with it or persons who have applied to register with it. Persons who are eligible to apply to register with the Teaching Council must do so in order that vetting can be conducted by the Council.

Teachers who are seeking employment (including substitute work) and those teachers who are likely to be changing employment(s) should apply to the Teaching Council at least **3 months in advance** so that their vetting can be arranged in a timely manner.

On completion of the vetting process, the Teaching Council issues a Vetting Letter to the applicant teacher giving the outcome of the vetting as received from the GCVU. The school authority must obtain the original of this letter from the prospective employee and retain a copy for its records. Schools should note that registration with the Teaching Council does not obviate the necessity to obtain and view the original Vetting Letter.

In exceptional circumstances, where it is not possible to recruit a suitably qualified teacher, it may be necessary for the school authority to employ an unqualified person as an interim measure. In cases where the person concerned is not eligible to apply to be registered with the Teaching Council, vetting will be processed via the other registered organisations e.g. relevant diocesan office, management body or VEC etc. In such cases, the school authority must obtain the original vetting outcome or a certified copy of same from the authorised signatory in the relevant registered organisation.

## **7. What is the vetting process for persons being appointed to non-teaching positions?**

In the case of all prospective non-teaching employees, vetting will be conducted via the relevant registered organisation (e.g. relevant diocesan office, management body or VEC etc.). In such cases, the school authority must obtain the original vetting outcome or a certified copy of same from the authorised signatory in the relevant registered organisation.



It is the relevant diocesan office that co-ordinates the submission of vetting applications for primary schools under catholic patronage. Accordingly, all applications from those schools should be forwarded by the school contact person to the diocesan office, for onward transmission by its authorised signatory to the GCVU.

The Church of Ireland Board of Education co-ordinates vetting applications for the primary schools that it represents. Accordingly, all applications from those schools should be forwarded by the school contact person to the Church of Ireland Board of Education, for onward transmission by its authorised signatory to the GCVU.

In most other cases the relevant management body or VEC coordinates the submission of vetting applications to the GCVU.

### **8. Do student teachers need to be vetted?**

If a student teacher has or may have unsupervised access to children or vulnerable adults then he/she must be vetted. Where vetting is arranged for student teachers through the relevant Training College/University, the school authority must obtain the original vetting letter outlining the outcome of vetting which the student teacher has received from the Training College/University.

In the absence of such a document the vetting shall be conducted through the school authority's relevant registered organisation i.e. the diocesan office, the management body or VEC etc. In such cases, the school authority must obtain the original vetting outcome or a certified copy of same from the authorised signatory in the relevant registered organisation.

### **9. What is the vetting process for other persons (non-employees) such as volunteers, sports coaches etc.?**

Many schools avail of the services of other persons (non-employees) such as sports coaches, volunteers etc to assist in and support school activities.

The vetting requirements being introduced in this circular apply to any such persons that have or may have unsupervised access to children or vulnerable adults. These vetting requirements will assist schools in assessing the suitability, from a child protection perspective, of any such persons to work with children or vulnerable adults. A school authority may also separately determine that it is necessary to check references or past work experience of such persons before they are engaged in any capacity. If a school authority has any doubts about the suitability, from a child protection perspective, of any such persons to work with children or vulnerable adults then they should not be engaged in any capacity. The final decision on the suitability of such persons rests with each school authority.

In introducing vetting requirements the Department recognises that many sports coaches etc. have recently been vetted by their respective sporting organisations e.g. GAA, IRFU, FAI etc. The approach taken in this circular is that such persons are

vetted via their relevant sporting/voluntary organisation rather than having replication of the vetting process across many schools.

Having regard to the above, this circular now requires that all persons who are not employees, such as volunteers, sports coaches, etc and who have, or may have, unsupervised access to children or vulnerable adults must be vetted unless they have already been vetted within the previous 5 year period. The 5 year period will be kept under review having regard to the capacity of the GCVU. School authorities will be notified in the future of any changes in this timeframe.

Where the person comes within the ambit of a sporting or voluntary organisation and where vetting has been carried out via the organisation concerned, the school authority must obtain confirmation of same. National organisations such as the GAA, FAI and IRFU will be providing their sports coaches etc. with a letter confirming that s/he has been vetted by the organisation and that it is satisfied that the vetting outcome does not preclude the person concerned from working with children or vulnerable adults. In such cases, the school authority must view and record that it has viewed this letter. It must also, separately, obtain proof of identity of the individual concerned. If the school authority has any queries it must contact the headquarters of the relevant sporting or voluntary organisation.

In cases where the above documentation is not available, the vetting must be arranged by the school authority via its relevant registered organisation (e.g. relevant diocesan office, management body or VEC etc.).

School authorities should always be cognisant that the responsibility to provide a duty of care towards the pupils in the school remains that of the school authority.

#### **10. Who must complete the Statutory Declaration and Form of Undertaking at Appendix 2 of this circular?**

As an additional safeguard, the child protection related Statutory Declaration at Appendix 2 must be provided to the school authority by all persons being appointed to teaching and non-teaching positions of any duration unless the person has previously provided the school authority with a statutory declaration which was made during the same or previous calendar year. The school authority must obtain and view the original statutory declaration and retain a copy of it for its own records. A Statutory Declaration is regarded as valid if made in the same or previous calendar year and therefore may be retained by the applicant for use in other employments as required.

In addition, an associated undertaking (which is specific to the employing school) must be signed by all persons prior to appointment to any teaching or non-teaching position of any duration. For administrative ease, the Department's payroll appointment forms will incorporate this undertaking. However, for any appointment (teaching or non-teaching) that does not require completion of a payroll appointment form, the Form of Undertaking at Appendix 2 must be completed by the prospective appointee prior to commencing employment. A Form of Undertaking is regarded as

valid for other appointments to the same school if signed within the same or previous calendar year. The Form of Undertaking must be retained by the school authority.

The above requirements to provide a statutory declaration and associated undertaking apply in respect of all types and duration of employment (e.g. full-time, part-time, substitute etc.).

#### **11. What is the position in relation to the vetting of existing teachers?**

Discussions are at an advanced stage with the relevant education stakeholders on how best to introduce the vetting of existing members of teaching staff (i.e. those teachers who are not changing employment) who have not yet been vetted. A key factor in relation to the commencement of such a process is the capacity of the GCVU and the Teaching Council. Subject to these capacity issues being addressed, it is envisaged, at this stage, that the vetting of existing members of teaching staff will commence, on a phased basis, in early 2011 as the expansion of service by the GCVU is rolled out. It is intended that the vetting of existing non-teaching staff will follow a similar timeline. Further guidance on the vetting of existing teachers will be issued in due course.

#### **12. What is the position in relation to the vetting of existing non-teaching staff?**

It is intended that the vetting of existing non-teaching staff will follow a similar timeframe to that set out above for the vetting of existing members of teaching staff. Further guidance on the vetting of existing non-teaching staff will be issued in due course.

#### **13. What is the position in relation to the vetting of persons employed in the conduct of the annual state examinations?**

At present, there is no change to the existing position. The State Examinations Commission will be separately engaging with the relevant stakeholders in relation to vetting requirements for persons employed in the conduct of the annual state examinations. These discussions will have regard to the particular operational and logistical factors associated with the state examinations. The State Examinations Commission will give advance notice to school authorities in relation to any changes arising from these discussions.

#### **14. Is there more detailed guidance available on the vetting process?**

An indicative guide to the respective roles of the school contact person and the authorised signatory in the registered organisation (diocesan office, management body, VEC etc) is set out at **Appendix 3** of this circular.

## Appendix 2

### Statutory Declaration

This statutory declaration must be completed prior to a person being appointed to any teaching or non-teaching position with a school authority unless the person being appointed has previously provided that school authority with a statutory declaration which was made during the same or previous calendar year.

“I \_\_\_\_\_ of, \_\_\_\_\_

\_\_\_\_\_

in the county of \_\_\_\_\_ aged eighteen years and upwards do SOLEMNLY AND SINCERELY DECLARE as follows:-

that to the best of my knowledge and belief there is nothing, from a child protection perspective, in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed in relation to children or vulnerable adults by virtue of my appointment to any teaching or non-teaching position in any recognised primary or post-primary school or any other state funded centre of education for children or vulnerable adults.

Within a child protection context:

- I hereby confirm my irrevocable consent to each of the employing school authorities to the making of such enquiries as they deem necessary in respect of my suitability for the post(s) in respect of which the applications are made.
- I hereby accept and confirm the entitlement of each of the employing school authorities to reject my application or terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish the school authority with any information relevant to my application for the position or my continuing employment with the school authority.
- I understand that any false or misleading information submitted by me in relation to my application for a position or my continuing employment with each of the school authorities will render me liable to automatic disqualification or render me liable to dismissal, if employed.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938.”

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant

Print Name: \_\_\_\_\_

Declared before me \_\_\_\_\_ [name in  
capitals] a [notary public][commissioner for  
oaths][peace commissioner] [practising  
solicitor]by \_\_\_\_\_

\*who is personally known to me,

or

\*who is identified to me by \_\_\_\_\_  
who is personally known to me,

Or

\*whose identity has been established to me before the taking of this Declaration by the production to me of passport no. [*passport number*] issued on [*date of issue*] by the authorities of [*issuing state*], which is an authority recognised by the Irish Government]

Or

National identity card no. [*identity card number*] issued on [*date of issue*] by the authorities of [*issuing state*] [which is an EU Member State, the Swiss Confederation or a Contracting Party to the EEA Agreement]

Or

[Aliens Passport no. (*document equivalent to a passport*)] [*passport number*] issued on [*date of issue*] by the authorities of [*issuing state*] which is an authority recognised by the Irish Government]

Or

Refugee travel document no. [*document number*] issued on [*date of issue*] by the Minister for Justice, Equality and Law Reform]

Or

Travel document (other than refugee travel document) [*document no.*] issued on [*date of issue*] by the Minister for Justice, Equality and Law Reform

at

in the City/ County of

on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
**\*Practising Solicitor / Commissioner for Oaths / Notary Public / Peace Commissioner**  
**\* Delete as appropriate**

**Note:** Further information in relation to Commissioners for Oaths and Peace Commissioners is available on [www.citizensinformation.ie](http://www.citizensinformation.ie) .

## Form of Undertaking

For administrative ease, the Department's payroll appointment forms will incorporate this undertaking. However, for any appointment (teaching or non-teaching) that does not require completion of a payroll appointment form, this Form of Undertaking must be completed prior to the person being appointed unless the person has previously provided this school authority with a Form of Undertaking and associated statutory declaration both of which were made during the same or previous calendar year.

I confirm that, since the date on which I signed the attached statutory declaration, to the best of my knowledge and belief there is nothing, from a child protection perspective, in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in relation to children or vulnerable adults in which I would be placed by virtue of my appointment to a teaching or non-teaching post in \_\_\_\_\_ (insert name of school authority).

I also undertake to inform the above school authority of any changes to the above stated position that may affect my suitability, from a child protection perspective, for continued employment with the school authority or for any subsequent employment with the school authority.

I acknowledge and understand that any false or misleading confirmation as to my conduct, character or personal background or any failure of mine to inform the school authority of relevant changes that may affect my suitability, from a child protection perspective, will constitute a breach of my contract of employment and may be grounds for summary dismissal by the school authority.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Prospective employee

Print Name: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(on behalf of school authority)

Print Name: \_\_\_\_\_

## **Appendix 3**

The following is an indicative guide to the respective roles of the school contact person and the authorised signatory in the registered organisation (diocesan office, management body, VEC etc).

The school contact person referred to below is usually the chairperson of the board of management or school principal or a person authorised to deputise for them in their absence.

As confidentiality is absolutely essential in the processing of vetting applications it is vital to ensure that the appropriate security arrangements are in place at all stages of the vetting process to protect the security, confidentiality and integrity of all personal data of applicants. All data must be managed within the statutory provisions of the Data Protection Acts.

### Stage 1 School contact person requests vetting.

- The school contact person furnishes the applicant with the official Garda vetting application form. All sections of the Garda vetting application form must be completed by the applicant. In addition the applicant must give his/her written authorisation on the application form.
- Once the school contact person receives the completed form back from the applicant s/he must fully check the information given in the vetting application form.
- Once the school contact person has ensured that the form has been properly completed, s/he should forward it to the authorised signatory in the relevant registered organisation for onward transmission to the GCVU.

### Stage 2 Authorised signatory liaises with GCVU

- On receipt of an application from the school contact person, the authorised signatory (in the registered organisation e.g. relevant diocesan office etc.) checks the information contained therein.
- Incorrect or incomplete application forms will be returned by the authorised signatory to the school contact person.
- Properly completed forms are signed by the authorised signatory whose signature is required to authenticate an application and his/her authorised signatory registration number is inserted. The application forms are copied and sent to the GCVU.
- The GCVU will issue the Garda vetting application outcome directly to the authorised signatory.

- The authorised signatory will forward either the original vetting outcome or a certified copy of same to the school contact person. The authorised signatory will retain a certified copy of same for issue, on request, to other schools that come within the ambit of the registered organisation.

### Stage 3 School Contact Person receives Garda Vetting Outcome.

- When the school receives correspondence from the authorised signatory it shall be opened by the school contact person.
- Where there is a disclosure in the Garda vetting outcome, the school contact person informs the applicant in person and in private of the nature of the disclosure. This process should be proceeded with in advance of any decision being made which may affect the applicant.
- If the applicant disputes the content of the information, the authorised signatory will resubmit to the GCVU the original Garda vetting application form with a covering report outlining the basis of the dispute as indicated by the applicant following receipt of same from the school contact person. In any case where there has been an error in completing the original Garda vetting application form the applicant should complete a new Garda vetting application form and both forms should be submitted with the request for a re-check. If, following the result of the further checks the applicant still disputes the disclosure, arrangements will be made for further validation procedures to be undertaken in order to resolve the matter(s) at issue in the dispute.
- If the content of the disclosure is confirmed by the applicant, it is a matter for the school authority to decide whether the disclosure renders the applicant unsuitable for the position.