



Mount Anville Montessori Junior School



Garda Vetting Protocol September 2016

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 Mount Anville Montessori Junior School endeavours 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. As it is now compulsory for all persons who are in contact with children in a school to be garda vetted – DES Circular 63/2010 - it is the policy of Mount Anville Montessori Junior School to Garda Vet any individual who may find themselves in a position on their own with a child or children. This includes members of the Board of Management, non-teaching staff, extra-curricular facilitators and parents supporting school committees.

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). 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.

Procedure

The applicant completes the Garda Vetting form with two forms of identity (see form for acceptable forms of identity), which is then sent to an Authorised Signatory, the Principal in Mount Anville Montessori Junior School. The Garda Vetting form is then forwarded to the GCVU with Archbishop's House being the conduit. The vetting applicant will receive a link e-mail where instructions should be followed to complete the process.

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 or through Archbishop's House to the GCVU.

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.

Completing a Garda Vetting Form

Adults need to complete the Garda vetting form accurately or it will be returned for further completion. This will slow down the Garda Vetting process.

Once the school received the verified Garda Vetting form, the school administrator will file the document in accordance with MAMJS Data Protection Policy.

If an adult has lived in other countries outside of Ireland, Mount Anville Montessori School will seek the equivalent of Garda Vetting from the other country/countries.

The completed Garda Vetting form will be filed in the school in a safe and secure allocated place and will follow Mount Anville Montessori School's Data Protection and Record Keeping Policy.

Review of Policy

This policy process **commenced in 2013 and was amended in accordance with new vetting procedures 2016** and is reviewed and amended as legislation requires.