

# URSULINE COLLEGE SLIGO

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## VETTING POLICY

In the context of the school's mission statement and its educational philosophy, Ursuline College is committed to the care and protection of all its students. The Vetting policy of Ursuline College forms part of the Board of Management's recruitment practice.

The policy has been framed in compliance with

- ✚ DES Circular letter 0094/2006
- ✚ The Child Protection Guidelines for Post-Primary Schools (DES 2004)
- ✚ The Garda Central Vetting Unit's Code of Practice
- ✚ The Data Protection Acts 1988 and 2003
- ✚ Employment Equality Acts 1998 and 2004
- ✚ Equal Status Act 2000
- ✚ Industrial Relations Act 1990

### AIM OF VETTING POLICY:

The purpose of the school's Vetting policy is to ensure that the school is a safe and secure environment for its students. Vetting of school personnel will be carried for this reason. The vetting will be carried out to the highest standards of good practice and in compliance with legal and ethical obligations. It will be carried out in an open and transparent manner with an assurance to applicants that the highest standards of confidentiality will be observed.

### THE VETTING PROCESS:

In Phase 1, all new staff ie all personnel recruited from September 1, 2006 whether in a full-time, part-time, voluntary or student capacity who will have unsupervised access to students will be vetted.

Newly qualified teachers will have a letter from the Teaching Council indicating the outcome of their vetting application. Should a newly qualified teacher be the preferred candidate for appointment to a post in the school, the Principal will ask to see the original of this letter and keep a copy of it on file. The Principal will note any disclosures contained in the letter when deciding whether to employ the teacher .

A teacher who does not have a letter from the Teaching Council and who has not been employed in a recognised school since 2003 will have to be vetted, where an offer of employment is being made. He/She will be advised to contact the Teaching Council who

will arrange to have him/her vetted. The Principal will ask to see the letter from the Teaching Council setting out the outcome of the vetting process and will keep a copy of the letter on file.

Student teachers will be vetted through JMB until such time as the Teaching Council undertakes this work.

In the checking of references, referees will be asked to complete a questionnaire in order to enable the Selection Board to make the best decision in the interests of the school.

At the completion of the Selection process, when the preferred candidate has been selected, the candidate must complete the Garda Vetting Application Form.

All offers of employment will be in writing and will be 'subject to satisfactory vetting'

Failure to complete the Garda Vetting Application Form will disqualify the candidate and no offer of employment will be made to him/her

The provision of inaccurate information on the Garda Vetting Application Form may disqualify.

Failure to disclose a relevant conviction will disqualify.

In deciding whether a particular conviction renders a candidate unsuitable for appointment, the Principal will consider the nature, age and relevance of the conviction to the post.

## **ROLES AND RESPONSIBILITIES**

The Board of Management designates the Principal as the Line Manager who will manage the vetting applications on behalf of the school.

The Principal will conduct the process on behalf of the school in conjunction with the Joint Managerial Body (JMB) and, through the JMB, with the Garda Central Vetting Unit (GCVU).

The Principal will determine whether the outcome of the vetting of a candidate has been satisfactory or not. Where the outcome of the vetting is deemed unsatisfactory, the Principal will inform the candidate of this and of the fact that the candidate may appeal this decision to the Board.

The rules of Data Protection will be observed by the school.

## **IMPLEMENTATION**

This policy will be effective from the date of adoption by the Board.

## **POLICY REVIEW**

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

Date of adoption of policy by the Board: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Chairperson of the Board)

Date: \_\_\_\_\_