**Vetting Procedures 2025**

1. **Who must be vetted?**

**All people engaged in ‘relevant work or activities’ must be vetted prior to being employed/placed in the school.** “Relevant work or activities” means any work or activity carried out by a person where a necessary and regular part of that work or activity consists mainly of the person **having access to, or contact with, children or vulnerable persons.**

All people being employed by a school, paid or unpaid, should be vetted, but note that persons helping on an occasional, unpaid, basis do not need to be vetted as long as the (person) is not involved in the coaching, mentoring, counselling, teaching or training of pupils. (see DES FAQs number 12).LINK

**Vetted through Teaching Council:**

All registered and registrable teachers being employed by the school must be vetted through the Teaching Council

 **Vetted through JMB:**

1. **Non-teaching personnel:** special needs assistants, supervisors, cleaners, caretakers, coaches, secretaries, paired-reading participants, people assisting at school plays, musicals etc.
2. **Also unregistered tutors/teachers**
3. **Students**
* Vetted through JMB if doing ‘relevant work or activities’ in a primary school, crèche etc.
* Must be 16 years of age or older
* Must complete Validation Form (link to Validation Form) and follow through with the online process as advised by the school
* Must give parent’s/guardian’s email and contact number
* Parent/guardian must complete relevant section of Validation Form
* Should be given hard copy of disclosure to present to host organisation
* Students may not be vetted for work placements that do not imply working with children or vulnerable adults
1. **PME Students**

Your school can enter into a written agreement with a college or colleges that they will vet PMEs and will share the outcome with you. In these circumstances you should ask the PME for a copy of the disclosure.

PME Template Agreement LINK

JMB advises that if the vetting shared by the college for a PME is more than 12 months old, the PME should be vetted again

PMEs can be vetted through JMB

1. **Language Assistants**
* Should be asked to bring police clearance from their country
* Must also be vetted through JMB
* Can do this from abroad, in advance of arriving in Ireland (do not need an address in Ireland)
1. **Members of BOM, Parents’ Council**
* NVB will not vet applicants for these roles
* If they are involved in activities in which they are likely to have ‘access to children,’ they can be vetted for such roles, e.g. supervisors
1. **Exchange visits**
* Not a requirement under the Act to have families vetted
* JMB recommends that people over 18 in host families be vetted through JMB
* Exchange schools should be asked to have their host families vetted/get police clearance in their country
* If exchange schools decline to do so, BOM should be asked to decide if our parents should be invited to agree in writing to allow their students participate in these circumstances.
1. **Persons employed on behalf of SEC**

In the case of the employment of a person on behalf of the State Examinations Commission (SEC), in respect of the conduct and delivery of the State examinations, such people are exempt from the requirement to be vetted. This exemption applies to locally appointed superintendents of special examination centres, aural examinations, practical examinations, May examinations etc. who are temporarily employed for the purposes of the annual State examinations. The advice of the SEC is that, when appointing superintendents, school authorities must take account of the wider duty of care and prudence considerations set out at section 9 of Circular 31/2016

1. **Vetting Process**

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 also be managed within the statutory provisions of the Data Protection Acts/GDPR.

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

**Statutory Declaration and Form of Undertaking**

As an additional safeguard, the child protection related Statutory Declaration Form (LINK) must be provided to the school authority by all people 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.

In addition, a Form of Undertaking (LINK) must be signed by all people prior to appointment to any teaching or non-teaching position of any duration.

The Form of Undertaking must be retained by the school authority.

**100 Point System**

In order to comply with the requirements of the National Vetting Bureau, it is a requirement that the identity of each applicant be confirmed.

Each applicant should be asked to provide documentation which reaches 100 points on the list of acceptable documents - Click **here** to view list

You will note that it will suffice in the case of current students that the principal certify that the student is currently attending the school.

1. **Vetting Disclosures**

**Managing Disclosures**

* Principal determines if disclosure is satisfactory in terms of the school’s vetting policy
* Principal meets Vetting Subject (applicant)
* Confirms that the disclosure relates to Vetting Subject
* Confirms if any convictions/processes pending relate to Vetting Subject (not a case of mistaken identity)
* Gives a hard copy of disclosure to Vetting Subject and retains a copy in Vetting Subject’s file

If the principal judges that disclosure is not satisfactory, the principal may ask prospective employee if they wish the disclosure to be presented to the board of management for a definitive decision

**Teacher Vetting Disclosure**

* The Teaching Council makes a disclosure available to the teacher via a secure online portal, web based 24/7
* Teacher must enable principal to access disclosure/send disclosure to principal via T C system
* Principal to decide if disclosure is satisfactory – School Vetting Policy
* Only employ if the outcome is satisfactory – keep copy of disclosure

**Specified Information in Disclosures**

“Specified information” or “soft information” in relation to a person who is the subject of an application for a vetting disclosure means information other than criminal convictions held by An Garda Síochána that leads to a bona fide belief that a person poses a threat to children or vulnerable persons.

Because of the nature of “specified information” and the requirements in the Act, including an appeal process available to the vetting applicant before “specified information” can be disclosed, the board of management will determine whether a vetting applicant whose disclosure from the Bureau includes “specified information” is a suitable person to be employed in the school. In such a case the vetting applicant will be afforded an opportunity to make representations to the board of management before the board comes to a decision on the matter.

1. **Vetting Policy Template**

Please see template document on the JMB Website See link here #

**LINKS TO IMPORTANT RELEVANT DOCUMENTS**

**Retention of Vetting Documentation**

Please see information document on the JMB Website LINK

**Circular 31/2016 -Circular 31/2016** - (Link to circular, please)

**Vetting Act** (Link to Act)

**Tracking vetting**

<https://vetting.garda.ie/Track>