

# ddletb



**Bord Oideachais agus Oiliúna** Dublin and Dún Laoghaire  
**Átha Cliath agus Dhún Laoghaire** Education and Training Board

## VETTING FOR ETB STAFF AND VOLUNTEERS

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## General

Persons who are considered for employment with Dublin and Dun Laoghaire ETB (hereinafter referred as DDLETB) which includes direct employees, volunteers and/or work experience people, or its Affiliated Organisations must be vetted in accordance with DDLETB Vetting Policy which is underpinned by the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable persons will require the person to be vetted in accordance with the above Act and in accordance with procedures as prescribed by the National Vetting Bureau.

## Definitions

What is the definition of a child?

**For the purpose of garda vetting**, the definition of a child is a person under the age 18 years.

What is the definition of a vulnerable person?

A vulnerable person means a person, other than a child, who is suffering from a disorder of the mind, whether as a result of mental illness or dementia, has an intellectual disability, is suffering from a physical impairment, whether as a result of injury, illness or age, or has a physical disability, which is of such a nature or degree as to restrict the capacity of the person to guard himself or herself against harm by another person, or that results in the person requiring assistance with eh activities of daily living including dressing, eating, walking, washing or bathing.

## Vetting Structures – Points of Contact

In accordance with the “Act”, DDLETB has a number of persons nominated as “Liaison Person” (LP). This replaces the previous nomenclature of Authorised Person. The purpose of the LP is to have a finite number of people dealing with the vetting process as well as to maintain the integrity of the operations between organisations and the Vetting Bureau. This will reduce unnecessary duplication and provide a cleaner operating system to manage the long term process.

The “Act” also provides for the establishment of “Clerk Users” (CU) whose purpose is to assist in the administration of the vetting process, to support the Liaison Person, act as point of contact and to validate identity of applicants. DDLETB will have a number of Clerk Users identified.

DDLETB will also in certain College / Centres have a person designated as a Nominated Person. The purpose of such a role is to assist in the validation of identity process and to ensure appropriate records are kept on file in the College / Centre on behalf of the organisation. There may be more than one Nominated Person per location which may include Principal, Deputy Principal and/or administration staff.

The Liaison Person, Clerk Users or a Nominated Person shall validate proof of identity by viewing, copying the original and signing the photocopy that they are confirming that they have had sight of the original. The Principal/Manager will then forward the completed vetting form with signed photocopies of proof of identity to the Liaison Person.

Staff who are recruited directly through the CORE e-Recruit system will be vetted as part of the recruitment process.

## Validation Procedure

Validating the identity of a person for vetting is a requirement under the “Act”. Such validation will require the person for vetting to submit with their vetting form the following documentation;

- Passport or Driving Licence (new credit card format) or Irish Public Services Card

And

- P.60 / P.45 / payslip (with home address) or recent utility bill (mobile phones bills not acceptable) or Bank / Credit Union statement

As recommended by the National Vetting Bureau, the 100 point personal identification system is utilised, if a person is not in a position to provide one of the above documents outlined above. In such instances the Designated Person shall use the 100 point checklist to ensure that alternative documentation is submitted which total the 100 points (**Please refer to Section C, Document No. 4**).

In terms of new entrants recruited through CORE e-Recruit system the above documentation will be requested as part of the recruitment process. The College/Centre Manager will ensure that for new entrants not recruited through CORE e-Recruit are notified that such validation must be presented, with their completed vetting form, in person to the nearest Clerk User/Liaison Person.

## Application for Vetting Disclosure

### New entrants

- For new entrants, confirmation of appointment is subject to satisfactory Garda vetting, which must be completed in advance of taking up duty.
- For job applicants recruited through CORE e-Recruit, only those being offered a post following interview, including individuals recommended for a panel, will be requested to complete a Vetting Application Form which will be attached to the email informing the applicant of a provisional job offer as well as details in respect of validating identity.
- Applicants for teaching positions must have current Teaching Council Registration and supply a copy of their Vetting Disclosure as part of the recruitment process in advance of taking up duty.
- **A Vetting Disclosure issued prior to 29<sup>th</sup> April 2016 is acceptable in the interim and on the condition that the applicant will undergo a further vetting by the employer.**
- Applicants for all other positions will be given the appropriate vetting form by the person who will be responsible for their appointment.

### Existing Staff

- Existing staff will be required to submit to vetting in accordance with ETB vetting policy.
- Staff, who have undergone the vetting process as part of the recruitment process, or as part of the retrospective vetting will be re-vetted **in accordance with relevant circular**

### **letters issued by the Department of Education and Skills.**

- Staff employed as a teacher, where registration with the Teaching Council of Ireland is required as part of their employment, will be vetted in accordance with Teaching Council standards. In such circumstances staff will be required to submit up to date disclosure documents as and when required by DDLETB.
- **Teaching staff returning from a career break of two years are subject to garda vetting in accordance with relevant circular letters issued by the Department of Education and Skills.**

The same vetting process applies to both new entrants and existing staff.

## Application Process e-Vetting

- Applicants recruited through the CORE e-Recruit system, indicating their acceptance of a provisional job offer, must present in person the signed hard copy of the completed Vetting Form, including proof of identity as specified above, to DDLETB Human Resource Department for processing by the LP (please note copies and scanned versions will not be accepted).
- All other applicants must return the signed hard copy of the completed Vetting Form including proof of identity as specified above, to the nearest Clerk User or to the relevant Nominated Person, who will on the **top right hand corner of the form in the section “Your ref” include the initials of the College/Centre in which the individual will deliver services in abbreviated format (capital letters of the full name), the initials of the Nominated Person and the batch reference (if applicable).** Where forms are notarised and collected by the Nominated Person, such forms will be forwarded to <<Name of ETB>> Human Resource Department for processing by the LP. This form will contain the basic information required for the e-Vetting system.
- The relevant CU / LP will validate data, authorise and input the information from the hard copy form in to the e-Vetting system in order for an invitation to issue to the applicant.
- Applicants will receive a link via the email address supplied to complete the vetting process on line.
- This must be completed as soon as possible as the invitation is time sensitive and has an expiry date.
- Potential staff who fail to complete the on line application process within **10 working days** of being sent the invitation will have the job offer withdrawn and the next candidate on the panel established by the Selection Board will be offered the post.
- The vetting disclosure document (**clarification on content in Appendix 1**), is made available to the LP in electronic format through the system.
- Disclosure documents will be downloaded and saved electronically to the electronic personnel folder.
- <<Name of ETB>> will assess the disclosure in accordance with the guidelines contained under assessment.
- On completion of the assessment a soft copy will be forwarded electronically to the individual via the email address supplied to the LP with confirmation of the assessment.
- Where required relevant Managers will be advised of the assessment outcome.

## ETB Assessment Process

- All the information disclosed by the Bureau will be considered when assessing the suitability of the person who is the subject of the disclosure to do relevant work or activities.
- New entrants will not be allowed to commence employment until the assessment has been completed. Where satisfactory vetting has not been obtained provisional offer of employment will be withdrawn immediately.
- Existing staff who fail to maintain satisfactory vetting will be subject to disciplinary proceedings and may have their employment terminated.
- Satisfactory vetting will be determined by DDLETB and decisions are final

In assessing the contents of a disclosure document in respect of Criminal Records and/or Specified Information the following will be applied;

### A. No Convictions Recorded

Where nil convictions are recorded the offer of employment will be confirmed (subject to all other conditions associated with the offer being met).

### B. Criminal Record

A criminal record in relation to a person, means –

- a) A record of the person's convictions, whether within or outside the State, for any criminal offences, together with any ancillary or consequential orders made pursuant to the convictions concerned, and/or
- b) A record of any prosecutions pending against the person, whether within or outside the State, for any criminal offence.

#### 1) *Motoring Offences* :

Generally, even when disclosed motoring offences will have no relevance for appointment to post and/or services except where the person is being considered for a post / service that will require them to have hold a clean driving licence. In such circumstances automatic exclusion for appointment to post and/or services will apply

#### 2) *Minor Public Order Offences* :

The following convictions under the Criminal Justice (Public Order) Act 1994 :

- Section 4 (Intoxication),
- Section 5 (Disorderly conduct),
- Section 6 (Threatening, abusive or insulting behaviour),
- Section 7 (Distribution or display of material which is offensive),
- Section 8 (Failure to comply with direction of Garda),
- Section 9 (Wilful obstruction).

Any disclosure which contains a criminal record, in respect of Minor Public Order Offences will be considered by the Manager in Charge of Vetting and a Director of Services having regard to the post / services for which the person has applied. The decision makers will discuss the potential risk of the offence and may decide to meet with the individual to seek additional

information. Once the decision makers are satisfied that they have all relevant information a decision will be made and communicated as to whether an offer of employment will be confirmed (subject to all other conditions associated with the offer being met) or not.

### C. Specified Information

Specified information in relation to a person who is the subject of an application for vetting disclosure means information concerning a finding or allegation of harm to another person that is received by the Bureau from –

- The Garda Síochána pursuant to an investigation of an offence or pursuant to any other function conferred on the Garda Síochána by or under any enactment or the common law

Or

- a scheduled organisation pursuant to Section 19 of the Act

In respect of the person and which is of such a nature as to reasonably give rise to a bona fide concern that the person may –

- i. harm any child or vulnerable person,
- ii. cause any child or vulnerable person to be harmed,
- iii. put any child or vulnerable person at risk of harm,
- iv. attempt to harm any child or vulnerable person, or
- v. Incite another person to harm any child or vulnerable person.

Specified information disclosure will mean automatic exclusion for appointment to post and/or services given the basis in which specified information is imparted by the National Vetting Bureau and that the individual is given a right of appeal to the Chief Bureau Officer.

## Data Protection

All information received by DDLETB in respect of vetting shall not be used by, or disclosed for any other purpose than assessment of suitability for appointment and / or services.

All records will be kept in accordance with DDLETB Data Protection Policy and Records Retention Schedules. For (direct employees, volunteers and/or work experience staff) records relating to Vetting will be kept for employment / service period + 7 years.

# APPENDIX 1 – Clarification of disclosure document content and appeal process regarding Specified Information.

## **Vetting Disclosure Document**

A vetting disclosure document shall in respect of the person who is the subject of the application for vetting disclosure include –

- Particulars of the criminal activity (if any) relating to the person, and a statement of the specified information (if any) relating to the person which the Chief Bureau Officer has determined should be disclosed in accordance with the “Act”.

Or

- State that there is no criminal record or specified information in relation to the person.

## **Criminal Record**

A criminal record in relation to a person, means –

- a) A record of the person’s convictions, whether within or outside the State, for any criminal offences, together with any ancillary or consequential orders made pursuant to the convictions concerned, and/or
- b) A record of any prosecutions pending against the person, whether within or outside the State, for any criminal offence.

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in respect of the person and which is of such a nature as to reasonably give rise to a bona fide concern that the person may –

- vi. harm any child or vulnerable person,
- vii. cause any child or vulnerable person to be harmed,
- viii. put any child or vulnerable person at risk of harm,
- ix. attempt to harm any child or vulnerable person, or
- x. incite another person to harm any child or vulnerable person.

## **Assessment of Specified Information**

The decision to disclose specified information requires the Chief Bureau Office to believe that the information in question is of such a nature as to give rise to a bona fide concern that the vetting subject may harm attempt to harm or put at risk of harm of harm a child or vulnerable person. The Chief Bureau Officer must also be satisfied that the disclosure is necessary, proportionate and reasonable in the circumstance in order to protect children or vulnerable persons.

The vetting subject shall be informed in writing by the Chief Bureau Officer of his/her intention to disclose specified information and shall furnish him or her with a summary of the specified information. The vetting subject shall also be informed that they may make a written submission in relation to the specified information concerned.

A person who is aggrieved by the determination of the Chief Bureau Officer may, no later than 14 days after the date of notification of the determination is sent to the person, appeal to an Appeal Officer against the determination.

The Appeals Officer may, in determining an appeal –

- Affirm, in whole or part, the determination of the Chief Bureau Officer, or
- Set aside the determination of the Chief Bureau Officer in whole or part and replace it with such other decision as the Appeals Officer considers appropriate.

An Appeals Officer shall inform the appellant and the Chief Bureau Officer in writing of his/her determination of an appeal and the reasons for it. A party to an appeal may appeal to the High Court on a point of law and such an appeal shall be final and conclusive.