Procedures for Safe Recruitment of Staff and Volunteers to work with Children

To ensure safe recruitment of staff and volunteers, all DDLETB staff (teaching and non-teaching) and volunteers working at our schools and colleges are screened and Garda vetted.

To support best practice and ensure DDLETB's procedures are robust and effective, all recruitment processes are conducted in compliance with (i) DDLETB recruitment and vetting policy and procedures and (ii) Department of Education and Skills circular instructions on recruitment and vetting.

- Circular 0031/2011 – Teacher Recruitment Registration and Qualifications
- Circular 0063/2010 – Recruitment Procedures – requirement for Garda vetting
- Circular 0031/2016 – Commencement of Statutory Requirements for Garda Vetting
- Circular 0016/2017 – Statutory Requirements for the Retrospective Vetting of Teaching Staff, Non-Teaching Staff and Others

Persons who are considered for employment at DDLETB schools and colleges which includes direct employees, volunteers and/or work experience people are Garda vetted in accordance with DDLETB's Vetting Policy which is underpinned by the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Before staff are appointed, checks will be taken on identity, validity of qualifications, references and previous employment history.

Recruitment checklists ensures all reference checks and screening activities have been carried out and completed. Application forms are used in conjunction with interviews and reports from referees which provide cross-checking information.

Staff and volunteers will not commence in posts until all reference checks including Garda vetting are shown to be fully satisfactory.

All staff working with children will be re-vetted every five years.

A child protection component will be part of induction training for all new staff and board members.