



VETTING POLICY

Dublin & Dun Laoghaire ETB is committed to practices which safeguard the welfare of students. In this regard the Committee will endeavour to follow careful procedures for the recruitment and selection of staff.

Recruitment & Selection

Appropriate recruitment and selection procedures for staff in the context of child protection have been adopted Dublin & Dun Laoghaire ETB and include the following:

1. Confirmation of the identity of the applicant including personal details obtained through use of an application form.
2. Requirement of a declaration of previous convictions and submission to formal checks for candidates who work will bring them into contact with children and vulnerable adults or who will have a management responsibility in relation to those whose work bring them into such contact.
3. a clear guarantee that disclosed information will be treated in confidence and not used against applicants unfairly, including adherence to the Vetting Bureau Unit code of practice.
4. Documentary evidence of qualifications.
5. Use of several selection techniques to maximise the change of safe recruitment, e.g. interview, reference checks etc.

Disclosure

Dublin & Dun Laoghaire ETB is registered with the Vetting Bureau who provide a disclosure service for organisations who have staff positions which involve regular unsupervised access to children and vulnerable adults. As part of the ETB's recruitment and selection process, offers of employment to posts where working with children and vulnerable adults is an expected part of the job, will be subject to vetting disclosure.

Dublin & Dun Laoghaire ETB reserves the right to re-vet all staff employed in positions which entail working with children and vulnerable adults at any time during their employment with Dublin & Dun Laoghaire ETB.

General

Staff whose position require them to work with children and/or vulnerable adults must undergo Garda vetting. Staff must continue to be able to satisfy this condition throughout their employment with Dublin & Dun Laoghaire ETB. Failure to do so will result in the termination of employment.

Staff who have been convicted of any offence relating to children or vulnerable adults; and/or who are subject to disciplinary action or sanction relating to children, will not be permitted to work in any position or on any project which involves contact with children and vulnerable adults.

Similarly staff who have been subject to disciplinary action or sanction relating to children, will not be permitted to work in any position or on any project which involves contact with children and vulnerable adults.