



St Francis National School

Rock Road, Blackrock, County Louth, A91 NHOV
 Tel: 042 9366993 Email: admin@stfrancisns.ie Web: www.stfrancisns.ie

Vetting Disclosure Policy

In reading this policy, it should be noted that the term "Parent(s)" also includes Guardians and should be interpreted as such.

Introduction

The Vetting Disclosure Policy operates in conjunction with the Child Safety Statement which serves to ensure the safety of all children in the school.

The staff and Board of Management of St Francis National School will keep unsupervised access to children to a minimum. This is as much for the safety of the children as for the adults who may find themselves on their own with a child or children. The Board and staff fully recognise the limitations of Vetting Disclosure and realise that it does not provide clearance for any individual. However in the interest of best practice, it is the policy to vet any individual who may find themselves in a position on their own with a child or children. This includes members of the Board of Management and non-teaching staff.

Aims of the Policy

- To ensure that the school is a safe and secure environment for all children.
- That Vetting Disclosure is part of the wider process ensuring the protection and safety of all members of the school community.

What is Vetting Disclosure?

The process of Vetting Disclosure is carried out by the National Vetting Bureau. The function of the NVB is to provide details of 'all prosecutions, successful or not, pending or completed, and/ or convictions' in respect of an applicant to a registered organisation.

Procedure

Vetting Disclosure forms are available from the school office. The applicant completes the Vetting Disclosure forms and returns them to the school with the proof of identification. The proof of identification documents are verified by the I.D. Verifier (School Principal or School Secretary). The completed forms are then sent to an Authorised Signatory (in the Education Office, Diocese of Armagh), who then forwards the details on to the National Vetting Bureau

(Children and vulnerable persons). If granted, the school and the applicant receive a letter from the Authorised Signatory, usually within 3 weeks.

All rules of Data Protection will be observed in respect of any data received following a Vetting Disclosure:

- Information will be obtained and processed fairly
- Results will be kept for a specified, explicit and lawful purpose
- Results will be kept safe and secure
- Information received from the Vetting Unit will be shared with the individual

All offers of employment to non-teaching staff and volunteers are 'subject to satisfactory vetting by the Vetting Disclosure Unit'. Teaching staff are vetted separately by the Teaching Council.

Failure to complete the Vetting Disclosure form will automatically disqualify the candidate. The provision of inaccurate information on the Vetting Disclosure form, such as inaccurate date of birth or address, may also disqualify.

Decisions on whether to accept an applicant will involve consideration of a number of criteria as well as the Vetting Disclosure findings. In the case of convictions, cognisance will be taken of the nature and dates of the conviction, restorative justice and rehabilitation of offenders.

Candidates will be able to challenge the information provided by the NVB especially to avoid errors or cases of mistaken identity. In such cases re-vetting will take place.

In all decisions, it is recognised that the school will take as its first priority its responsibility to the protection of children attending school activities.

Completing a Vetting Disclosure Form

Please use BLOCK CAPITALS when completing the form. It is imperative that you complete the Vetting Disclosure Form fully and correctly. Do not leave any part of the form blank. If there is not an applicable answer please write N/A or cross out.

- **Surname:** Insert your current surname.
- **Previous surname:** Insert your previous name here (*i.e. maiden name if applicable*).
- **Forename:** Insert your forename / first name.
- **Alias:** If you are known by any name other than that/those on your birth certificate please insert here.
- **PPS No** (formerly R.S.I Number): Please enter your P.P.S No. here (*if you do not have a P.P.S. No, please contact the office of your local Revenue Commissioners to obtain one*).
- **Date of birth:** Insert your date of birth (dd/mm/yy).
- **Place of birth:** Insert the name of the city or town that you were born in (*e.g. Dublin City*).
- **Have you ever changed your name?** If yes, tick 'yes' box, if no tick 'no' box. **If yes please state former name:** Insert any previous surnames if

- applicable (e.g. in the event that you were married on more than one occasion or that you have changed your name by deed poll etc).
- **Please state all addresses from year of birth to present date:** It is very important that your current address and all previous addresses, including all addresses abroad, are provided. You must also insert the years that you resided at these addresses, year from and year to. These will be checked and if there is any time unaccounted for, the form will be returned to you.
 - **Have you ever been convicted of an offense in the Republic of Ireland or elsewhere?** If no, tick 'no', box. If yes, tick 'yes' box and then please provide details of conviction(s), i.e. Date, Court, Offense, Court Outcome.
 - **Declaration:** Please make certain you fill in the position you are applying for in the section marked: "I, the undersigned, have applied to work as a ..." You must read this declaration carefully, sign and date it, and also print your name in block capitals underneath the signature. (BLOCK CAPITALS).

If the form is not completed correctly it will be returned to you for further completion/ verification. Please note that this could significantly slow your appointment/ Vetting Disclosure process.

An individual's Garda vetting needs to be resubmitted every 5 years. Teaching staff are vetted every three years.

Communication:

This policy will be available in the Plean Scoile and on the school website.

Responsibility for Review:

All members of staff, Parent Association, BoM.


Timeframe for Review:

This policy will be reviewed every three years, or as required to meet the needs of the school.

Next review: February 2027

Vetting Disclosure Policy

Ratified by the Board of Management on 13/2/2024 (Date)

Signed:  (Chairperson, Board of Management)