



Garda Vetting Policy

1. Policy Overview

This policy describes the purpose for Garda Vetting UniHaven staff and defines the situations where it is relevant.

2. Policy Statement

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016 (the Act), sets out a legislative basis for the **mandatory** vetting for individuals working with children or vulnerable adults to be vetted by the Garda Síochána National Vetting Bureau. This requirement applies to anyone who will have regular access to children and/or vulnerable persons in the course of their employment. It is a criminal offence for organisations to fail to carry out the necessary vetting of such employees, contractors, and volunteers. The process of Garda Vetting is carried out by the National Vetting Bureau of the Garda Síochána. The National Vetting Bureau of the Garda Síochána deals with requests to provide information on certain prospective employees or other workers to the authorised Liaison person in the organisation. Staff at the College will provide current Garda Vetting proof and if not available, will be Garda Vetted where required including all new and existing staff, hourly occasional staff, contractors, and volunteers (where it is relevant...see definitions below) *.

Definitions

*Relevant Work or Activities

- 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 adults.



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- The Act shall not apply where a person assists on an occasional basis at a school, sports or community event or activity, other than where such assistance includes the coaching, mentoring, counselling, teaching, or training of children or vulnerable persons.
 - Each relevant organisation will have to assess the positions involved under the Act.

Child/Vulnerable Adult

- A "*child*" means a person under the age of 18 years.
- A "*vulnerable*" person" means a person, other than a child, who (a) is suffering from a disorder of the mind, whether as a result of mental illness or dementia, (b) has an intellectual disability, (c) is suffering from a physical impairment, whether as a result of injury, illness or age, or (d) 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 the activities of daily living including dressing, eating, walking, washing and bathing.

3. Roles and Responsibilities

All College staff who can or will come into contact with children as defined in this policy will need to provide Garda Vetting documentation or will be asked to go through College Garda Vetting procedures.

The Academic Director is responsible for ensuring that policies are developed and maintained, that they remain fit for purpose, that they remain in compliance with QQI guidelines, that they are updated as per agreed timetables, and that they are being implemented as intended. In the latter context, the Academic Director will inspect a sample of policies each year to check for the correct implementation and bring the findings to AC as part of the annual QA/QQI review and reporting process.



4. Policy

Those working with children and vulnerable adults require vetting for the following activities:

- Childcare services.
- Schools.
- Hospitals and health services.
- Residential services or accommodation for children or vulnerable people.
- Treatment, therapy or counselling services for children or vulnerable people.
- Provision of leisure, sporting or physical activities to children or vulnerable people.
- Promotion of religious beliefs.

It is important to point out that staff may encounter children other than students. Examples include children of staff attending staff open days, school visits to the College, outward visits by staff to schools or other environments where children are present, activities arranged by the College and so on. On this basis, all staff must understand their roles as protectors of children as obliged under the Act.

Staff at the College will, therefore, be Garda Vetted before commencing employment at UniHaven or, if after they commence employment, only if they are not in contact with children. The College will delete Garda vetting disclosures as per UPOL023 UniHaven Data Retention Policy Rev 1. The reference number and date of disclosure can be retained on file, and this can be checked with An Garda Siochana, should future queries arise.

5. Procedures and Forms

UPRO001 UniHaven Garda Vetting Procedure Rev 1 and associated form outlines the steps to be followed to enable UniHaven to Garda-vet staff who are or may work with children or vulnerable adults while employed at the College.

Quality Assurance Manual (QAM) Chapter 5

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References/ Supporting Documentation	<p>UDOC000 UniHaven Quality Assurance Manual Rev 2</p> <p>Statutory Quality Assurance Guidelines developed by QQI for use by all Providers (2016)</p> <p>Statutory Quality Assurance Guidelines developed by QQI for Independent/Private Providers coming to QQI on a Voluntary Basis (2016)</p> <p>https://www.teachingcouncil.ie/website/en/vetting-re-vetting/guide-to-applying-for-vetting-or-re-vetting/guide-to-applying-for-vetting-or-re-vetting.html</p> <p>The National Vetting Bureau (Children and Vulnerable Persons) Act 2012</p> <p>The Criminal Justice (Spent Convictions and Certain Disclosures) Act 2015</p>