



Little Ladybird Creche & Montessori

Policy #22

Garda Vetting

Introduction

Garda Vetting is a procedure through which An Garda Síochána is asked, with a person's permission, to disclose any information held on garda file.

Within current disclosure policy, details of all convictions and/or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be are disclosed to the authorised liaison person (the Authorised Signatory) in the registered organisation.

Policy Statement

It is best practice that Garda vetting be conducted in respect of personnel working in a full-time, part-time or voluntary or student placement capacity in a position in the Little Ladybird Creche & Montessori, through which they have unsupervised access to children and/or vulnerable adults. All staff/volunteers will be re-vetted after a period of 5 years (it is best practice to re-vet staff/volunteers after this period of time). The Little Ladybird Creche & Montessori may also carry out random re-vetting of staff/volunteers at times that it deems appropriate.

Procedures & Practices

Nominated Garda Vetting Person

The Nominated Garda Vetting Contact Person in the Little Ladybird Creche & Montessori is It is their role to manage all Garda vetting applications submitted by Little Ladybird Creche & Montessori.

The Nominated Contact Person will distribute Garda vetting forms to applicants. Once completed the forms will be checked for completeness by the Nominated Contact Person. In the event of an incomplete form, the form will be returned to the applicant to complete. The forms are then sent to the Authorised Signatory for processing. Once vetted, the original Garda Vetting application forms together with any disclosures are returned to the Nominated Contact Person.

Disputes

Where an applicant disputes the accuracy of any detail contained in their Garda vetting disclosure, the following procedure should be followed:

- The vetting Subject should outline in writing to the nominated Contact Person the exact basis on their dispute. The Nominated Contact Person should submit this along with the original application form to the Authorised Signatory;



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- In any case where there has been an error in completing the original application form, the Vetting subject should complete a new form and both the new and original forms should be submitted to the Authorised Signatory;
- The Authorised Signatory will submit the Vetting Subject's report along with the original application form to the GCVU for further checks;
- If following further checks, the Vetting Subject still disputes the accuracy of any detail contained in their disclosure, arrangements will be made for further enquiries to be conducted as appropriate.

Data Protection

Confidentiality is paramount. Any personal information relating to an applicant will be treated with the utmost care. Applicants will be treated with dignity and respect at all times. Little Ladybird Creche & Montessori is committed to protect the rights and privacy of individuals and is in compliance with the Data Protection Acts 1988 and 2003.

„The Data Protection Acts 1988 and 2003 (the “Data Protection Acts”) lay down strict rules about the way in which personal data is collected, accessed, used and disclosed. The Data Protection Acts permit individuals to access their personal data on request, and gives individuals the right to have their personal data amended if found to be incorrect.”

Any data received from the Garda Central Vetting Unit via the Pobal Garda Vetting Consortium, in respect of any individual is for the sole use of the Little Ladybird Creche & Montessori. All data disclosed will be managed and protected within the statutory provision of the Data Protection Act and any other legislation that may be enacted in respect of Data Protection.

Review Date

Date:

Person Responsible:

Related Policies, Procedures and Forms

- Admissions Policy
- Data Protection Policy
- Recruitment and selection Policy

Contact Information

Name:.....

Policy Created

Date:.....

Signatures

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Little Ladybird Creche & Montessori

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