



Polasaí maidir le Grinnfhiosrúchán an Gharda Síochána *Garda Vetting Policy*

Tá tosach feidhme tugtha do na hAchtanna um an mBiúró Náisiúnta Grinnfhiosrúcháin (Leanaí agus Daoine Soghonta), 2012 go 2016 (An tAcht Grinnfhiosrúcháin) amhail ón 29 Aibreán 2016. Leagtar amach na riachtanais reachtúla a mbeidh feidhm acu i leith údarás scoile amhail ón 29 Aibreán 2016 mar aon leis na socruithe praiticiúla a bheidh ar bun chun tacú leis na nósanna imeachta grinnfhiosrúcháin sa chiorclán ábhartha, [Ciorclán 0031/2016 Tosú Riachtanais Reachtúla do Ghrinnfhiosrúchán an Gharda Síochána](#) (arna fhoilsiú 28 Aibreán 2016).

Tagann an ciorclán seo in ionad [Ciorclán 0063/2010](#) agus [Ciorclán 26/2015](#) agus baineann sé le gach bunscoil agus iar-bhunscoil aitheanta agus aon ionad oideachais eile a fhaigheann maoiniú ón stát (arna sainmhíniú san Acht Oideachais, 1998) do leanaí nó daoine soghonta.

Tá uas-dhátú déanta ag Bord Bainistíochta Ghaelscoil an Chuilinn ar na bpolasaí seo chun na hathruithe thuas-luaite a chur i bhfeidhm.

The [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012 to 2016 \(the Vetting Act\)](#) is commenced from 29 April 2016. [Circular 0031/2016 Commencement of Statutory Requirements for Garda Vetting](#) (published 28 April 2016) outlines the statutory requirements that will apply to school authorities from 29 April 2016 along with the practical arrangements that will be in place to support the vetting procedures.

This circular supersedes and replaces both [Circular 0063/2010](#) and [Circular 26/2015](#) and applies to all recognised primary and post-primary schools and any other state funded centres for education (as defined in the Education Act, 1998) for children or vulnerable persons. This policy has been updated by the Board of Management of Gaelscoil an Chuilinn to meet the above requirements.

Réamhrá an Bheartais *Policy Introduction*

I nGaelscoil an Chuilinn déanaimid ár ndícheall cleachais a chur i bhfeidhm a chosnaíonn leas ár ndaltaí. Chuige sin, féachaimid le gnáthaimh chúramacha a leanúint d'earcaíocht foirne agus roghnú oibríthe deonacha a bhféadfadh teagmháil a bheith acu le daltaí i gcomhthéacs na scoile.

In Gaelscoil an Chuilinn we are committed to practices which safeguard the welfare of our pupils. In this regard, Gaelscoil an Chuilinn will endeavour to follow careful procedures for the recruitment of staff and selection of all volunteers who may have contact with pupils in a school context.

Réasúnaíocht *Rationale*

An rún againn ná go mbeadh ar gach ball de phobal ár scoile a bhfuil teagmháil acu le páistí scoile nó a bhfuil rochtain neamh-mhaoirsithe acu ar pháistí scoile, ár gceanglais maidir le Grinnfhiosrúchán an Gharda Síochána a shásamh mar atá sonraithe i gCiorclán 31/2016. Bainfidh Gaelscoil an Chuilinn leas as Grinnfhiosrúchán an Gharda Síochána mar chuid den phróiseas i gcoitinne chun cosaint agus sábháilteacht gach baill de phobal na scoile a chinntiú.

It is our intention that all members of the school community who have contact with school children or unsupervised access to school children, complete the Garda Vetting requirements as set out in Circular 31/2016. Gaelscoil an Chuilinn will use Garda Vetting as part of a wider process to ensure the protection and safety of all members of the school community.

Biúrió Grinnfhiosrúcháin an Gharda Síochána

Déanann Biúrió Grinnfhiosrúcháin an Gharda Síochána (NVB) cúram de phróiseas Grinnfhiosrúcháin an Gharda Síochána.

Is é feidhm NVB sonraí a sholáthar maidir le **‘gach ionchúiseamh, cibé acu ar éirigh leis nó nár éirigh, ar feitheamh nó i gcrích, agus/nó aon chiontú’** i ndáil le hiarratasóir a chuireann isteach ar phost sa scoil.

Tabhair faoi deara go gcaithfidh Boird Bhainistíochta scoile a gcinneadh féin a dhéanamh i ndáil le hoiriúnacht iarrthóirí mar fhostaithe nó mar oibríthe deonacha i scoileanna.

The National Garda Vetting Bureau

*The process of Garda Vetting is carried out by the National Vetting Bureau (NVB). 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 school.*

It is important to note that school Boards of Management must make their own decisions in relation to the suitability of prospective candidates as employees or volunteers in schools.

Grinnfhiosrúchán an Gharda Síochána don Fhoireann Múinteoireachta

Is ar an gComhairle Mhúinteoireachta atá an fhreagracht as an bpróiseas grinnfhiosrúcháin do phoist mhúinteoireachta. Déanann an Chomhairle Mhúinteoireachta rialáil ar ghairm na Múinteoireachta. Mar chuid den tseiceáil sin déanfar athbhreithniú sonrath ar CV iarrthóra i gcomhthéacs na croineolaíochta a chuirfear ar fáil ón ngrinnfhiosrúchán – i measc nithe eile – agus beidh plé cúramach ann le fostóir a bhí ag an iarrthóir le déanaí – fostóir lena raibh an t-iarrthóir ag obair ar feadh sciar maith ama ina stair fostaíochta.

Déanfar gach iarracht a chinntiú nach dtosóidh aon bhall foirne i scoil gan dul trí phróiseas Grinnfhiosrúcháin an Gharda Síochána. Mar rogha air sin, déanfaidh an scoil lándícheall a chinntú, a mhéid is féidir é, nach mbeidh ról meantóireachta/ cóitseáil nó rochtain **neamh-mhaoirsithe** ag éinne nach ndearnadh grinnfhiosrúchán orthu ar pháistí go dtí go mbeidh Grinnfhiosrúchán an Gharda Síochána i gcrích.

Garda Vetting for Teaching Staff

The vetting of teaching posts is the responsibility of the Teaching Council. The Teaching Council regulate the Teaching profession. Such a check will include - but not be restricted to - a detailed review of the candidate's CV against the chronology supplied in the vetting form and a careful discussion with at least one recent employer covering a substantial portion of the candidate's work history.

*All efforts will be made to ensure that all school staff do not commence work in the school without Garda Vetting clearance. Alternatively, the school shall, to the best of its capabilities, ensure that any person who has not yet been vetted does not have a mentoring /coaching role in the school or **unsupervised** access to children until Garda Vetting has been completed.*

Gnáthaimh Grinnfhiosrúcháin do Cheapadh Baili Foirne Múinteoireachta

- Is gá grinnfhiosrúchán a dhéanamh ar gach múinteoir a bheidh ag múineadh d'aon tréimhse ama sula dtosóidh siad sa phost.
- Má tá iarrthóir ag cur isteach ar phost múinteoireachta i nGaelscoil an Chuilinn, iarrfar orthu Litir Grinnfhiosrúcháin ón gComhairle Mhúinteoireachta a chur ar fáil in éineacht lena n-iarratas.
- Is gá do gach ball foirne múinteoireachta graingraif mar aitheantas a thaispeáint roimh dóibh tosnú sa phost.
- Is gá do gach ball foirne múinteoireachta Dearbhú Reachtúil a sholáthar sula dtosóidh siad sa phost.
- Is gá do gach ball foirne múinteoireachta Foirm Ghealltanais a shíniú le Gaelscoil an Chuilinn sula dtosóidh siad sa phost.
- Is gá do gach ionadaí múinteoireachta Litir Grinnfhiosrúcháin ón gComhairle Mhúinteoireachta agus Dearbhú Reachtúil a chur ar fáil sula dtosóidh siad sa phost. Is gá dóibh freisin Foirm Ghealltanais a shíniú le Gaelscoil an Chuilinn.
- I gcás aon mhúinteora a dhiúltaíonn dul trí phróiseas grinnfhiosrúcháin an Gharda Síochána ní féidir le Gaelscoil an Chuilinn an té sin a fhostú in aon cháil, fiú i ról deonach. (Alt 30 den Acht um Chomhairle Mhúinteoireachta)

Vetting Appointment Procedures for Teaching Staff

- *All teachers appointed to teaching positions for any duration must be vetted prior to commencing employment.*

- *When applying for a teaching position within Gaelscoil an Chuilinn, all teachers are asked to present a Teaching Council Vetting Letter with their application.*
- *All teaching staff must present Photo ID before commencing employment.*
- *All teaching staff must present a Statutory Declaration before commencing employment.*
- *All teaching staff must sign a Form of Undertaking with Gaelscoil an Chuilinn prior to commencing employment.*
- *All substitute staff must present a Teaching Council Vetting Letter and Statutory Declaration before they commence employment. They must also sign a Form of Undertaking with Gaelscoil an Chuilinn.*
- *Any teacher who refuses to be vetted cannot be appointed or engaged by Gaelscoil an Chuilinn in any capacity including in a voluntary role. (Section 30 Teaching Council Act)*

Grinnfhiosrúchán an Gharda Síochána do gach oibrí deonach agus gach ball foirne nach mbeidh ag múineadh ach a bheidh i dteagmhail le daltaí i gcomhthéacs scoile

An cleachtas is fearr ná a chinntiú go ndeachthas trí Phróiseas Grinnfhiosrúcháin an Gharda Síochána do gach ball foirne nach mbeidh ag teagasc agus do gach oibrí deonach a bheidh i dteagmháil le páistí na scoile nó a mbeidh rochtain neamh-mhaoirsithe acu orthu.

D'iarr an NVB go gcuirfí gach comhfhreagras i ndáil le Grinnfhiosrúchán an Gharda Síochána do phoist neamh-mhúinteoireachta i scoileanna An Foras Pátrúnachta faoi bhráid na sínitheoirí údaraithe a oibríonn in oifigí An Foras Pátrúnachta.

Déanfar gach iarracht a chinntiú nach dtosóidh aon bhall oibrí deonacha i scoil gan dul trí phróiseas Grinnfhiosrúcháin an Gharda Síochána. Mar rogha air sin, déanfaidh an scoil lándícheall a chinntú, a mhéid is féidir é, nach mbeidh ról meantóireachta/cóitseáil nó rochtain **neamh-mhaoirsithe** ag éinne nach ndearnadh grinnfhiosrúchán orthu ar pháistí go dtí go mbeidh Grinnfhiosrúchán an Gharda Síochána i gcrích.

Ní bheidh se in ár gcumas taithí oibre a thairiscint do mhic-léinn nach bhfuil sé bliana déag d'aois. Beidh ar aon mhac-léinn atá sé bliana déag nó os a chionn iniúchadh na nGardaí a bheith bainte amach acu roimh ghlacfar le iarratas uathu.

Garda Vetting for all volunteers and non-teaching staff who are in regular contact with pupils in a school context

It is best practice to ensure that all non-teaching staff and any volunteers in regular contact with or having unsupervised access to children in a school environment have completed the Garda Vetting Process.

The NVB has required that all correspondence in relation to Garda Vetting for non-teaching posts in An Foras Pátrúnachta schools must be channelled through authorised signatories who work from An Foras Pátrúnachta offices.

*All efforts will be made to ensure that all school staff do not volunteer in the school without Garda Vetting clearance. Alternatively, the school shall, to the best of its capabilities, ensure that any person who has not yet been vetted does not have a mentoring /coaching role in the school or **unsupervised** access to children until Garda Vetting has been completed.*

Secondary school pupils under the age of 16 years cannot be accommodated for work experience in Gaelscoil an Chuilinn. Secondary school pupils that have reached their 16th birthday may be accommodated once Garda clearance is provided.

Gnáthaimh Grinnfhiosrúcháin d’Fhoireann agus d’Oibrithe Deonacha Nach mBeidh ag Múineadh

Tá sé de dhualgas ar gach Bord Bainistíochta grinnfhiosrúchán a dhéanamh ar gach oibrí deonach agus gach ball foirne nach mbeidh ag múineadh a bhféadfadh rochtain neamh-mhaoirsithe a bheith acu ar pháistí. I ngach cinneadh a dhéanfar, tabharfar tús áite do chosaint páistí a bhíonn ag freastal ar ghníomhaíochtaí scoile.

Beidh ar gach iarrthóir ar mhaith leo obair dheonach a dhéanamh sa scoil “dul trí phróiseas grinnfhiosrúcháin Biúrió an Gharda Síochána agus is gá go mbeadh toradh sásúil ar an ngrinnfhiosrúchán sin”.

Dícháilfear iarrthóir go huathoibríoch i gcás nach gcomhlíonann siad foirm Ghrinnfhiosrúcháin an Gharda Síochána. Féadfar iarrthóir a dhícháiliú freisin, i gcás go gcuireann siad faisnéis mhíchruinn ar fhoirm Ghrinnfhiosrúcháin an Gharda Síochána, mar shampla dáta breithe nó seoladh míchruinn.

Leanann an scoil an próiseas seo a leanas.

- 1) Síneoidh an t-oibrí deonach comhaontú a shonraíonn go bhfuil suim acu oibriú go deonach i nGaelscoil an Chuilinn (Aguisín A)
- 2) Síneoidh an t-oibrí deonach Foirm Ghealltanais (Aguisín B) le Gaelscoil an Chuilinn tar éis an Dearbhú Reachtúil a chomhlánú (Aguisín C).

- 3) Comhlánfaidh an t-oibrí deonach foirm Ghrinnfhiosrúchán an Gharda Síochána agus taispeanfar griangraif mar aitheantas.
- 4) Cuirfidh an scoil an fhoirm chomhlánaithe Ghrinnfhiosrúchán an Gharda Síochána go dtí An Foras Pátrúnachta, i gclúdach litreach atá séalaithe go daingean agus marcáilte leis na focail ‘Príobháideach agus faoi Rún’
- 5) Seolfar nasc chuig an t-oibrí deonach agus beidh orthu tuilleadh eolas a sholáthar chun an próiséis a chur i gcríoch.
- 6) Coinneoidh Gaelscoil an Chuilinn taifead de gach comhfhreagras.
- 7) Leanfaidh An Foras Pátrúnachta gnáthamh inmheánach chun a chinntiú go ndéanfar bainistiú éifeachtach, rúnda ar aon chumarsáid agus ar aon taifid a bhaineann le Grinnfhiosrúchán an Gharda Síochána.
- 8) Cuirfidh Biúrió Grinnfhiosrúcháin an Gharda Síochána torthaí an Ghrinnfhiosrúcháin ar ais chuig An Foras Pátrúnachta.
- 9) Cuirfidh An Foras Pátrúnachta torthaí an Ghrinnfhiosrúcháin ar ais chuig na hiarrathóirí.
- 10) Beidh sé de dhualgas ar na hiarrthóirí an t-eolas a nochtítear a roinnt leis an bpríomhoide/scoil leis an bpróiséis iniúchadh a shárú.
- 11) Déileáilfear le gach foirm Ghrinnfhiosrúcháin go hiomlán faoi rún.
- 12) Ní choinneoidh an scoil na Foirmeacha comhlánaithe ach ar an gcoinníoll go n-éiríonn leis an iarrthóir an post a fháil agus beidh siad séalaithe go daingean agus coinnithe in áit shlán.
- 13) Beidh iarrthóirí in ann dúshlán a thabhairt don fhaisnéis arna soláthar ag Biúrió Grinnfhiosrúcháin an Gharda Síochána go háirithe i gcás earráidí nó cásanna bréagaitheanta. I gcásanna dá leithéid, déanfar an grinnfhiosrúchán arís.

Vetting Appointment Procedures for Non-Teaching Staff and Volunteers

There is an obligation on each Board of Management to vet each volunteer and non-teaching staff member who may have regular unsupervised access to children. 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.

All candidates wishing to volunteer in the school are “subject to satisfactory vetting by the National Vetting Bureau”.

Failure to complete the Garda Vetting (GV) form will automatically disqualify the candidate. The provision of inaccurate information on the Garda Vetting Application form, such as an inaccurate date of birth or address, may also disqualify.

The school follows the following process.

- 1) Volunteer signs volunteering agreement with Gaelscoil an Chuilinn (Appendix A).*
- 2) Volunteer signs a Form of Undertaking with Gaelscoil an Chuilinn (Appendix B) and a Statutory Declaration form (Appendix C).*
- 3) Volunteer presents completed Garda Vetting Form and Photo ID to school authority.*
- 4) Completed Garda Vetting form sent to An Foras Pátrúnachta by the school in a properly sealed envelope marked ‘ Private and Confidential’*
- 5) The Volunteer will receive an email link which will request more information from the candidate.*
- 6) Record of all correspondence will be maintained by Gaelscoil an Chuilinn.*
- 7) An Foras Pátrúnachta will maintain an internal procedure to ensure the efficient and confidential management of communications and records in relation to Garda Vetting.*
- 8) NVB shall return the results of the Garda Vetting (GV) to An Foras Pátrúnachta.*
- 9) An Foras Pátrúnachta will return the GV results to the applicant.*
- 10) Applicants are required to share the outcome of their garda clearance with the principal / school to complete the vetting process.*
- 11) All returned GV forms will be handled in strictest confidence.*
- 12) Completed Forms will only be retained by the school in the event of a successful appointment and will be appropriately sealed and retained in a secure location.*
- 13) Candidates will be able to challenge the information provided by the NGVB especially to avoid errors or cases of mistaken identity. In such cases, re-vetting will take place.***

Gnáthamh Grinnfhiosrúcháin an Gharda Síochána – Níor nochtadh aon rud (Níor aimsigh Láraonad Grinnfhiosrúcháin an Gharda Síochána aon taifead)

- Déantar an post a thairiscint don iarrthóir
- Cuirtear an fhoirm Ghrinnfhiosrúcháin i gclúdach litreach sínithe agus séalaithe go daingean agus cuirtear é i gcomhadchaibinéid rúnda atá faoi ghlas sa scoil.

Garda Vetting Procedure – No Disclosure (No record found by GCVU)

- *The candidate is offered the position*
- *The GV form is placed in a signed and sealed envelope in a specific confidential locked filing cabinet in the school.*

Gnáthamh Grinnfhiosrúcháin an Gharda Síochána – Nochtadh (d’aimsigh Biúrió Grinnfhiosrúcháin an Gharda Síochána taifead)

I gcás go sonraítear ar an bhfoirm Ghrinnfhiosrúcháin a thagann ar ais chuig an scoil go bhfuarthas taifead éigin i leith an iarrthóra, is gá don Phríomhoide an scéal a phlé le duine ainmnithe ar an mBord Bainistíochta. Ansin, beidh ar an bPríomhoide, i gcomhar leis an teagmhálaí ainmnithe ar an mBord Bainistíochta ón mBord roghnúcháin cinneadh a dhéanamh cibé acu dul ar aghaidh leis an gceapachán nó gan dul ar aghaidh leis. Chun beartú ar cibé acu an bhfuil an fhaisnéis a nochtadh san fhoirm Ghrinnfhiosrúcháin ina faisnéis a dhéanfadh an t-iarrthóir mí-oiriúnach don phost, is gá don scoil na nithe seo a leanas a chur san áireamh:

- An cineál ciona a bhí i gceist agus a ábharthacht don phost
- Cathain a tharla an cion (mar shampla bheadh cionta a tharla le déanaí níos baintí le hábhar ná cionta a tharla na blianta fada ó shin)
- Aois an iarrthóra tráth an chionta
- Minicíocht na gcionta (bheadh ábhar inní níos mó ag baint le sraith cionta ná mar a bheadh le cion aonuaire)

I gcás go dtagann sé chun solais sa phróiseas grinnfhiosrúcháin go bhfuil ionchúiseamh ar feitheamh nó go raibh ionchúiseamh ann nár éirigh leis, ba chóir na

tarluithe sin a mheas i bhfianaise chineál, aois agus mhinicíocht an chiona/na gcionta líomhnaithe agus aois an iarrthóra tráth ar tharla an cion líomhnaithe.

I gcás go dtagann sé chun solais go bhfuil taifead ag iarrthóir, ar iarrthóir é nó í atá oiriúnach ar gach bealach eile agus a moladh don cheapachán, féadfaidh an Bord cuireadh a thabhairt don iarrthóir teacht isteach agus an scéal a phlé leo. Sa chás seo, ba chóir freagraí an iarrthóra a bhreacadh síos agus a choinneáil ar eagla go mbeidh gá tagairt dóibh amach anseo.

Má mhaíonn an t-iarrthóir go bhfuil fíorais na faisnéise bréagach amach is amach e.g. céannacht dhíospóidithe, ba chóir don iarrthóir foirm nua Ghrinnfhiosrúcháin a chomhlánú le sonraí breise agus ba chóir don Bhord Roghnúcháin an scéal a phlé leis an Sínitheoir Údaraithe agus ba chóir ansin an fhoirm a chur iteach arís chuig Biúrió Grinnfhiosrúcháin an Gharda Síochána trí mheán An Foras Pátrúnachta.

I gcás go mbeartaíonn an Bord Roghnúcháin dul ar aghaidh agus an té sin a cheapadh, cuirfear an fhoirm Ghrinnfhiosrúcháin i gclúdach litreach sínithe agus séalaithe i gComhad Pearsanta an iarrthóra a choinneofar in áit shlán, faoi rún sa scoil.

I gcás nach ndéantar an té sin a cheapadh déantar an fhoirm a scriosadh.

Garda Vetting Procedure – Disclosure (Record found by NVB)

If the Garda Vetting Form is returned with a Disclosure, the Principal must bring the matter to the nominated contact person on the Board of Management. Together, the Principal and the nominated contact person on the Board of Management form a selection Board to ultimately decide whether to proceed with the appointment or not. In deciding whether a particular disclosure renders a candidate unsuitable for appointment, the school should have regard to:

- *The nature of the offence and its possible relevance to the post*
- *The age of the offence (offences many years in the past may be less relevant than more recent offences)*
- *The age of the candidate at the time of the offence*
- *The frequency of the offence (a series of offences will give more cause for concern than an isolated minor conviction)*

Where the vetting process discloses pending prosecutions or unsuccessful prosecutions, such incidents should be assessed in the light of the nature, age and frequency of the alleged offence and of the age of the candidate at the time of the alleged offence.

In the case of a disclosure in relation to an otherwise suitable candidate who has been recommended for appointment, the selection Board may call in the candidate to discuss the disclosure. In this case, the responses of the candidate should be recorded and retained for future reference.

If the facts of the disclosure are seriously disputed e.g. disputed identity, the candidate should complete a new GV form with additional detail and the Selection Board should discuss with the Authorised Signatory and the form should be resubmitted to NGVB via An Foras Pátrúnachta.

If the Selection Board decides to proceed with the appointment, the GV form is placed in a signed and sealed envelope in the candidate's Personnel File that must be kept in a secure, confidential location in the school.

If the appointment is not approved the GV form should be securely destroyed.

Freagracht Bhord Bainistíochta Ghaelscoil an Chuilinn

I nGaelscoil an Chuilinn déanaimid ár ndícheall cleachais a chur i bhfeidhm a chosnaíonn leas ár ndaltaí.

An rún againn ná go mbeadh ar gach ball de phobal ár scoile a bhfuil teagmhail rialta acu le páistí scoile nó a bhfuil rochtain neamh-mhaoirsithe acu ar pháistí scoile, ár gceanglais maidir le Grinnfhiosrúchán an Gharda Síochána a shásamh mar atá sonraithe i gCiorclán 31/2016.

Tá sé de dhualgas ar Bhoird Bhainistíochta bainistiú a dhéanamh ar iarratais Grinnfhiosrúcháin an Gharda Síochána laistigh den chreat um chearta an duine, den chreat reachtúil agus den chreat um cheartas aiceanta. Tá dualgais orthu freisin faoin reachtaíocht um chosaint sonraí.

Tá sé de fhreagracht ar an mBord Bainistíochta scoile a chinntiú go bhfuil gnáthamh stuama i bhfeidhm acu chun rúndacht gach taifid phearsanta agus sonraí pearsanta a chinntiú ar taifid nó sonraí iad a chuirtear ar fáil nó a thagann chun solais le linn Ghrinnfhiosrúcháin an Gharda Síochána. San áireamh sa ghnáthamh sin bheadh láimhseáil postais agus stóráil dhaindeáil taifead. Rinneadh uas-dhátú ar an bpolasaí de réir (GDPR) Cosaint Sonraí atá i bhfeidhm ón 25ú Bealtaine 2018.

Tá dualgas tromchúiseach ar Bhoird Bhainistíochta dea-cháil an iarrthóra a chosaint agus is gá dóibh déileáil leis na nithe seo leis an gcúram is cuí.

Déanfar próiseas Grinnfhiosrúcháin an Gharda Síochána a mhíniú do thuismitheoirí i nuachtlitreacha agus ag oícheanta eolais.

Beidh foirmeacha Grinnfhiosrúcháin an Gharda Síochána ar fáil ag ócáid bhliantúil Oíche Eolais Ranga a réachtáiltear i mí Mheán Fómhair.

Féadfaidh an Bord freisin iarraidh ar gach iarrthóir/oibrí deonach dul tríd an bpróiseas grinnfhiosrúcháin arís amach anseo.

Responsibility of the Board of Management of Gaelscoil an Chuilinn

In Gaelscoil an Chuilinn we are committed to practices which safeguard the welfare of pupils.

It is the Board's intention that all members of the school community who have regular contact with school children or unsupervised access to school children, complete the Garda Vetting requirements as set out in Circular 31/2016.

Boards of Management have an obligation to manage Garda Vetting (GV) applications within human rights, legislative and natural justice framework. They also have obligations under data protection legislation.

It is the responsibility of the Board of Management of the school to ensure that they have in place a robust procedure to ensure the confidentiality of all personal records and details that are revealed in relation to Garda Vetting. Such a procedure should include the handling of post and secure storage of records. The policy was updated to reflect the new General Data Protection Regulations (GDPR) active from May 25th 2018.

Boards of Management have a serious obligation to protect a candidate's reputation and must handle these matter with due care.

The Garda Vetting process will be regularly explained to parents through news letters and information nights.

Garda vetting forms will be made available to parents at their annual Class Information Night in September.

The Board may also request that all candidates/volunteers undergo re-vetting in the future.

Athbhreithniú Beartais *Policy Review*

Déanfar athbhreithniú ar an mbeartas seo de réir mar is gá agus go háirithe chun go mbeadh sé ag cloí le haon athruithe iomchuí sa reachtaíocht.

This Policy will be reviewed as necessary and particularly to comply with any relevant legislative changes.

Rinne Bord Bainistíochta na scoile uas-dhátú ar an bpolasaí seo ar an 20ú Samhain 2018

This Policy was updated by the Board of Management on November 20th 2018

Síithe_____
Cathaoirleach