



St. Patrick's Junior School

TENNIS COURT LANE, SKERRIES, CO. DUBLIN.

K34 D799

Principal: Máire Ní Chróinín
Deputy Principal: Lynsey Dungan

Roll Number: 16333Q
RCN: 20118839

Child Protection Vetting Policy

Rationale

This policy was formulated to clarify the exact procedures in relation to child protection vetting in this school, in order to ensure that our school continues to fulfil all legal requirements in relation to child protection.

Relationship to School Ethos

We strive to be a center of excellence where professional standards are maintained and where pupils learn in a safe and happy environment. School compliance with all vetting legislation and circulars will ensure that the school has made every effort to continue to provide a safe environment in regard to child protection within the school.

Contact Person:

The contact person for vetting purposes in St. Patrick's JNS, Skerries is the school principal, Máire Ní Chróinín. In her absence, the Deputy Principal, Ms. Lynsey Dungan, will act as the contact person.

Duty of care considerations:

Notwithstanding specific procedures outlined and depending on the length of time which has passed since a prospective employee, volunteer or student has been vetted, the school authority may at its sole discretion require re-vetting before that person begins work, volunteer work or work placement in the school. Factors the school authority may take into account in determining whether to seek a newly issued vetting disclosure may include the following:

- The length of time since previous vetting was obtained
- Whether previous vetting was obtained by the GCVU or by the Bureau
- Whether there are any gaps in the person's employment /career/educational history which have not been satisfactorily accounted for
- Whether the person has been employed by the school previously
- Whether the person will have any unsupervised access to children
- Whether comprehensive references have been made available in respect of previous employments
- Any other factors relevant to the situation



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Statutory Declaration

A statutory declaration is regarded as valid if it has issued in the same or the previous calendar year.

Joint Placement Agreement

A Joint Placement Agreement is required before any student teacher or student SNA can begin a placement at St. Patrick's JNS. It is the responsibility of the student to provide a copy of their college's Agreement to the school for signature by management.

In the case of volunteers/facilitators from outside organisations providing training to St. Patrick's JNS pupils, the provision of a joint placement agreement is required before any such training can begin.

Procedures:

Procedures in respect of teachers, SNAs, volunteers, student teachers and transition year students are outlined below.

Teachers currently employed by the school:

All Teachers employed by the school authority must be re-vetted in accordance with relevant legislation in force at the time.

When requested, teachers will send a link to their vetting document to the school principal's email. On receipt of this link the school principal will print a copy of the digital vetting certificate in respect of the teacher and file in the NVB vetting folder for easy access in case of inspection.

Where a teacher has previously been employed in a temporary capacity in the school and is subsequently employed in a permanent capacity without a break in service (other than holidays) and they have been vetted in the previous four years they do not need to be re-vetted before taking up the new position.

While management will, as a matter of courtesy, issue a single reminder of the requirement to be re-vetted one month in advance of any re-vetting deadline to each teacher, it is the sole responsibility of the teacher to ensure that s/he is vetted in accordance with legislation and with this policy.

Teachers newly employed by the school:

All new teachers (substitute, temporary & permanent contracts) must provide evidence of vetting via the Teaching Council e-vetting system used by the Teaching Council before they are employed in the school. They may then be required to be re-vetted at the same time as all other teaching staff members without reference to the length of time since they were last vetted. Evidence of vetting (currently a "Vetting Disclosure") will be printed and filed in the NVB vetting folder for easy access in case of inspection.

While management will issue one reminder one month in advance of any re-vetting deadline to each teacher, it is the sole responsibility of the teacher to ensure that s/he is vetted in accordance with legislation and with this policy.

Where a newly appointed teacher provides a vetting letter dated more than 12 months previous to the date of appointment, the teacher is also required to provide a valid original **Statutory Declaration** for child protection purposes. The Statutory Declaration will be copied and retained in the teacher's personnel file. The teacher

is also required to sign a **Form of Undertaking** for child protection purposes. This form of undertaking will be retained on the teacher's personnel file.

Substitute Teachers:

All **substitute teachers** must provide evidence of vetting via the Teaching Council e-vetting system or other system in use by the Teaching Council at the time of first employment in the school. This evidence (currently a "Vetting Disclosure") will be printed and retained in the teacher's personnel file. Where a substitute teacher is employed on a contract lasting more than 40 school days the vetting letter will be placed in the NVB vetting folder for easy access in case of inspection.

Where a newly appointed substitute teacher provides a vetting letter dated more than 12 months previous to the date of appointment, the teacher is also required to provide a valid original Statutory Declaration for child safeguarding purposes. The Statutory Declaration will be copied and retained in the teacher's personnel file. The teacher is also required to sign a **Form of Undertaking** for child protection purposes on the first day of their first employment in the school. This form of undertaking will be retained on the teacher's personnel file.

SNAs currently employed by the school:

All SNAs are required to be periodically re-vetted in line with Diocesan Policy (currently every three years), or in accordance with any relevant legislation which may come into force.

SNAs will apply for vetting to the Diocesan Authority and on receiving same will present it to the principal who will take a copy and file it in the NVB vetting folder for easy access in case of inspection.

While management will issue one reminder one month in advance of the re-vetting deadline to each SNA, it is the sole responsibility of the SNA to ensure that s/he is vetted in accordance with legislation and with this policy.

SNAs newly employed by the school:

All **new SNAs** must be vetted via the Diocesan Authority before they are employed in the school. They will then be required to get re-vetted at the same time as all other SNA staff members without reference to the length of time since they were last vetted. While management will issue one reminder one month in advance of the re-vetting deadline to each SNA, it is the sole responsibility of the SNA to ensure that s/he is vetted in accordance with legislation and with this policy.

Where a newly appointed SNA provides a vetting certificate dated more than 12 months previous to the date of appointment, s/he is also required to provide a valid original **Statutory Declaration** for child protection purposes. The Statutory Declaration will be photocopied and the copy will be retained in the SNA's personnel file. The SNA is also required to sign a **Form of Undertaking** for child protection purposes on the first day of their first employment in the school. This form of undertaking will be retained on the prospective SNA's personnel file.

Substitute SNAs:

St. Patrick's JNS maintains a list of qualified SNAs available for substitute work in the school. In order to be included on the list the SNA must apply for vetting via the school and the Diocesan Authority. All **substitute SNAs** must be vetted via the Diocesan Authority before being employed in the school. This vetting letter will be printed and placed on the substitute SNA's employment file in the school.

Where a newly appointed substitute SNA provides a vetting letter dated more than 12 months previous to the date of appointment, the SNA is also required to provide a valid original **Statutory Declaration** for child safeguarding purposes. The Statutory Declaration will be copied and the copy will be retained in the SNA's personnel file. The prospective SNA is also required to sign a **Form of Undertaking** for child protection purposes on the first day of their first employment in the school. This form of undertaking will be retained on the prospective SNA's personnel file.

Existing Ancillary Staff

All **ancillary staff currently employed** by the school authority must be re-vetted by December 2019.

Thereafter, all staff members will be required to be re-vetted every three years.

Ancillary staff members will apply for vetting via the Diocesan Authority and on receiving same will present it to the principal who will file it in the NVB vetting folder for easy access in case of inspection.

While management will issue one reminder one month in advance of the re-vetting deadline to each ancillary staff member, it is the sole responsibility of the staff member in question to ensure that s/he is vetted in accordance with legislation and with this policy.

Ancillary staff newly employed by the school:

All **new ancillary staff members** must provide evidence of vetting via the diocesan authority before they are employed in the school. They will then be required to get re-vetted at the same time as all other staff members whether or not three years has passed since they were previously vetted.

While management will issue one reminder one month in advance of the re-vetting deadline to each staff member, it is the sole responsibility of the staff member in question to ensure that s/he is vetted in accordance with legislation and with this policy.

Where a newly appointed ancillary staff member provides a vetting certificate dated more than 12 months previous to the date of appointment, s/he is also required to provide a valid original **Statutory Declaration** for child protection purposes. The Statutory Declaration will be photocopied and the copy will be retained in the ancillary staff member's personnel file. The staff member is also required to sign a **Form of Undertaking** for child protection purposes on the first day of their first employment in the school. This form of undertaking will be retained on the prospective staff member's personnel file.

Student Teachers

The decision whether to accept a student teacher for school placement is at the sole discretion of school management. In advance of the start of school placement the student teacher is required to share his or her vetting with the school authority.

Only **teaching students** from colleges of education which have a written joint placement agreement with St. Patrick's JNS school authority will be eligible for placement in our school. In advance of the start of school placement the student teacher is required to show evidence of vetting via the sending institution.

The written joint placement agreement will be retained on the school's School Placement file.

"Erasmus+" Interns

“Erasmus +” Interns are student teachers from another EU state who undertake one of their school placements in Ireland. The decision whether to accept such a student for an internship is at the sole discretion of school management. These students must apply for vetting through the diocesan authority. The school undertakes to facilitate this application and to provide full instructions on how to do so. However it is the sole responsibility of the student to complete the application. Garda Vetting must be received before a student can commence their internship.

Student SNAs

The decision whether to accept a student SNA for work placement is at the sole discretion of school management. Only student SNAs from colleges of further education which have a joint placement agreement with St. Patrick’s school authority will be eligible for placement in our school. In advance of the start of school placement the student SNA is required to show evidence of vetting via the sending institution. A copy of the joint placement agreement will be held on file in the school.

Where a student SNA provides a vetting certificate dated more than 12 months previous to the date of appointment, s/he is also required to provide a valid original **Statutory Declaration** for child protection purposes. The Statutory Declaration will be photocopied and the copy will be retained in the school’s SNA school placement file. The prospective student SNA is also required to sign a **Form of Undertaking** for child protection purposes on the first day of their work experience. This Form of Undertaking will be retained on the school’s SNA school placement file.

Outside Coaches / Teachers / Volunteers

This section applies to regular volunteers from outside organisations where those volunteers take part in relevant activities with children. Before a coach/volunteer/teacher can provide relevant activities, a joint agreement for child safeguarding purposes must be signed by both the school and the organisation which provides the coach/ volunteer/ teacher.

Outside teachers/coaches will be required to present vetting for child safeguarding purposes on arrival in the school. Vetting procured for the coach/ volunteer/ teacher by the sending organisation will be accepted by the school. In every case, on arrival at the school on their first day the coach/ volunteer/ teacher is required to provide a valid original **Statutory Declaration** for child protection purposes. The Statutory Declaration will be copied and retained on file in the school. The coach/teacher is also required to sign a **Form of Undertaking** for child safeguarding purposes. This form of undertaking will be retained on file in the school.

Transition Year Students

Before a transition year student begins his/her placement, a joint agreement for child safeguarding purposes must be signed by both St. Patrick’s JNS and the transition year student’s school.

Vetting procured for the transition year student by their secondary school will be accepted by St. Patrick’s. The student is also required to sign a **Form of Undertaking**

for child safeguarding purposes on their first day of work experience. This form of undertaking will be retained on file in the school.

Parents' Association Volunteers

PA volunteers may be either regular volunteers or occasional volunteers. All members of the PA committee are held to be regular volunteers.

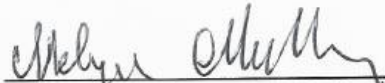
Regular Volunteers:

All regular volunteers from the PA are required to be vetted on agreeing to volunteer regularly with the PA in the school. They apply for vetting to the diocesan authority via the school.

Occasional Volunteers

Members of the Parents' Association Committee are vetted on taking up their positions. Parents/~~Grandparents~~ who volunteer occasionally (i.e. on four or less occasions in any one school year) are not normally required to be vetted. These parents will always volunteer under the direction of the class teacher. Examples of the type of activities envisaged in these cases are help with school activities such as the school cake sale, accompanying children on the St. Patrick's Day Fun Walk, once-off assistance with Maths Week or Science Week activities, presentation of once off workshops to children in the presence of the classroom teacher, additional supervision on school tours (when at least two staff members will be present).

Approved by the Board of Management on ^{MLL.} 13/4/2021


Very Rev. Fr. Melvyn Mullins
Chairperson.