



# LINKS CHILDCARE POLICIES & PROCEDURES

## Garda Vetting Disclosure Policy

Last Review Date: 27.10.20

Policy No. 34

Issued: 2017

Links Childcare is committed to the care and protection of the children entrusted to it and of all who work in our crèches. The company has adopted the policy set out hereunder to govern its application of vetting as part of its recruitment practice.

The policy has been framed in compliance with:

- Child Care Act 1991 (Early Years Services) Regulation 2016
- Children First Act 2015
- Children First National Guidance for Protection and Welfare of Children 2017
- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 as amended by the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016
- The Data Protection Acts 1988 and 2003 and GDPR, 2018
- Employment Equality Acts 1998 and 2004
- Equal Status Act 2000

### Goals:

- To ensure that a crèche is a safe and secure environment
- To ensure that vetting of crèche personnel is carried out to the highest standards of good practice, in compliance with all legal and ethical obligations and in an open, transparent and just manner.
- To ensure that all applicants for vetting are assured that the highest standards of confidentiality are observed.

### The Policy:

The HR manager will be designated as the contact person who will be responsible for the implementation of this policy and for liaising with the liaison person in ECCI.

The HR manager will conduct the process on behalf of the company in conjunction with the ECCI and with the Vetting Bureau.

**The Vetting Act, section 12 requires a company to obtain a vetting disclosure from the Vetting Bureau prior to employment of, contracting of, permitting or placement of a person to undertake relevant work or activities with children or vulnerable persons. This applies to all appointments of any duration including full-time, part-time and substitute positions. It is a criminal offence, other than in certain limited circumstances, for a company to commence the employment of an employee without first obtaining a vetting disclosure from the Bureau in respect of that person.**



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### Procedures

- Prospective employees must confirm in writing that their appointment is subject to the satisfactory outcome of vetting.
- At the completion of the selection process, when the preferred candidate has been selected, the candidate must, if he or she is a qualified childcare professional, apply to the ECCI to be vetted.
- Failure to complete the Vetting Application Form will disqualify the candidate and no offer of employment can be made to him or her.
- The provision of inaccurate information on the Vetting Application Form, such as an inaccurate date of birth or address, may disqualify.
- Failure to disclose a conviction will disqualify
- A statement confirming that he/she has read and understood the company's Child Protection Policy must be signed by the candidate.
- Completion of an on-line Child Protection course is mandatory
- Persons being appointed must be vetted prior to appointment to any position, regardless of the duration of the appointment.

**IT DOES NOT FOLLOW THAT VETTING DEEMED SATISFACTORY WILL, IN ALL CASES, BE SATISFACTORY FOR EMPLOYMENT PURPOSES. IT IS THE COMPANY'S VETTING POLICY ONLY THAT WILL DETERMINE THIS.**

### Students and Work Experience

- Where a student is participating in work experience which requires that the student be vetted, a completed Vetting Application Form, should be completed and submitted to ECCI.
- Persons not yet 16 years old cannot be vetted.
- Where the student is 16 or 17 years old on the date on which the vetting application form is signed and dated, the application must be accompanied by the Parent/Guardian Consent Form.
- Vetting may be conducted in respect of students over 18 years of age on his/her written authorisation where required for an individual participating in work experience.

### Review

Management in consultation with staff monitors and reviews the effectiveness of this policy yearly or as required.

<b>Review Dates:</b>	2017	2018	2019	January 2020	October 2020
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