

## **DES Circular 26/2015 - Advance Preparation for the commencement of statutory requirements for Garda Vetting**

Garda vetting currently operates on a non-statutory basis. Ratification of the Vetting Act will put in place statutory vetting requirements. The Vetting Act will establish the National Vetting Bureau (Bureau) and the services of the Garda Central Vetting Unit will become redundant. The Vetting Act will require schools to obtain a vetting disclosure from the Bureau before a teacher can commence employment in the school. It will be a criminal offence if schools do not comply. The issuing of a vetting disclosure letter from the Teaching Council will be discontinued. The Teaching Council will continue to act as a conduit for the purpose of Garda vetting.

**31 July 2015** has been identified by the DES as the date for schools to complete transitional arrangements for the ratification of the Vetting Act.

### **Advance preparations & actions to be taken by schools before 31 July 2015**

#### **Substitute Teachers for the first term of 2015/2016 school year**

The school will not need to get a vetting disclosure for a teacher from the Bureau if :

- The teacher was employed as a substitute teacher on a recurring basis
- The teacher was on the school's list of teachers available for substitution work and the school had received and retained a copy of their Teaching Council Vetting Letter.

Teachers that have not worked previously in your school are required before 31 July 2015:

- To notify your school that they are available for substitute teaching work for the first term of 2015/2016 and
- To submit a copy of their Teaching Council Vetting Disclosure Letter that is retained by the school. The school must be presented with an original Teaching Council Vetting Disclosure Letter, issued within the current or previous calendar year, prior to the teacher commencing employment in the school.

#### **Fixed-term & Permanent Teacher Appointments**

- A Teaching Council Vetting Letter will suffice for schools that will have teachers commencing new employment (other than substitution work) from the beginning of or during the first term of 2015/2016 where contractual arrangements have been completed prior to 31 July 2015
- If a teachers contractual arrangements are not expected to be made prior to 31 July 2015, teachers should apply to the Teaching Council before this date for a vetting disclosure. The teacher must provide the school with electronic access to the Bureau disclosure entered on the register to enable the school authority to receive a disclosure from the Bureau. The ratification of the Vetting Act will no longer permit the provisional appointment of a teacher conditional on the outcome of vetting.

#### **Other Employment (Non-teaching)**

In relation to any other type of new employment (non-teaching) in a school that is commencing from the start of or during the first term of the 2015/16 school year, a school where possible should have

the contractual arrangements completed by 31 July 2015. This is to prevent a delay in an employee commencing work as they are waiting for a vetting disclosure from the Bureau.

Please refer to your management body for Garda vetting for non-teaching staff (SNAs & ancillary staff).

**Queries**

General queries in relation to the circular should be sent to [schoolgovernance@education.gov.ie](mailto:schoolgovernance@education.gov.ie)

Specific queries in relation to the vetting applications of registered teachers should be sent to [vetting@teachingcouncil.ie](mailto:vetting@teachingcouncil.ie)