

## Garda Vetting

Dear Teacher,

You may be aware that since 29 April 2016, statutory vetting requirements have been put in place which require that a school authority must receive a vetting disclosure from the National Vetting Bureau before commencing the employment of a new employee and it is a criminal offence for a school authority not to do so. This statutory requirement also applies to school authorities employing teachers under the redeployment arrangements. (Please see **Circular 0031/2016** for full details).

It is important to ensure that you have submitted an online vetting application for a vetting disclosure from the Bureau by **THURSDAY 23 JUNE 2016** in order that there is no disruption to the payment of your salary.

You must also ensure that your vetting disclosure is made available to the relevant managerial authority of your new school prior to the scheduled date for commencement of your new employment.

**YOU ARE THEREFORE REQUIRED TO HAVE SUBMITTED AN ONLINE VETTING APPLICATION (I.E. HAVE FULLY COMPLETED STEP 2 OF THE PROCESS SET OUT AT THE BOTTOM OF THIS EMAIL) BY THURSDAY 23 JUNE 2016.**

When you have done this, you must inform:

- The Department, by email to **primaryallocations@education.gov.ie**
- The Principal/Chairperson of your new school by email to the school.

It is important to note that before an online application for a vetting disclosure can be submitted, **Step 1** of the process set out at the bottom of this email must be fully completed.

Therefore you are advised to complete **Step 1** of the process set out at the bottom of this email as soon as possible and no later than **TUESDAY 7 JUNE 2016**.

In relation to **Step 1**, particular care should be given to ensuring that you provide the Teaching Council with a signed copy of the vetting invitation form and correctly certified identification documents as **Step 2** (the online application for vetting by the Bureau) cannot be activated until such time as these ID requirements have been satisfied.

When **Step 1** is completed and you have received a link to the online vetting application form, you should proceed without delay to complete **Step 2** and submit the online vetting application by **Thursday 23 June 2016**.

Please note: An exemption to the above statutory obligation on a school to obtain a disclosure prior to commencing employment would apply in the event that you have prior to 29 April 2016 provided the relevant school authority with your Teaching Council Vetting letter in

respect of your redeployment to the school. In such circumstances, there is no statutory obligation on that school authority to also obtain a disclosure from the Bureau in respect of your redeployment to that school.


Yours sincerely

Primary Allocations Section

The following is a copy of the Guide to the steps involved in applying for Vetting from the Teaching Council as published on the website [www.teachingcouncil.ie](http://www.teachingcouncil.ie) :

## Guide to applying for Vetting

The Teaching Council liaises with the National Vetting Bureau on behalf of teachers in Ireland for criminal record disclosures. The Garda vetting application process is now online. The steps applicants must follow are explained below. Please follow each step carefully in order to ensure that the application is processed smoothly.

| <h3>Steps</h3>  | <h3>What you need to do</h3>   |
|---|--|
| <p><b>Step 1</b></p> <p><b>Completing the vetting invitation form</b></p>  | <p>To start the vetting process, you will need to:</p> <ul style="list-style-type: none"><li>• complete the <a href="#">online vetting invitation form</a></li><li>• print the vetting invitation form</li><li>• read and sign the form</li><li>• provide <a href="#">certified identification documents</a> and</li><li>• post the form and identification to the Teaching Council.</li></ul> |
| <p><b>Step 2</b></p> <p><b>Completing the online vetting application form</b></p>   | <p>After the Teaching Council receives your signed invitation form and identification documents by post (step 1), you will:</p> <ul style="list-style-type: none"><li>• receive an email from the National Vetting Bureau with a direct link to the online vetting application form and</li><li>• have 30 days to complete and submit the online vetting application</li></ul>                 |

