

BALLYBAY KINDERGARTEN CLG

GARDA VETTING POLICY

Purpose

This policy outlines the measures that Ballybay Kindergarten CLG will take to safeguard children through the Garda vetting of individuals engaged in relevant work or activities with our service.

Legal framework

This policy ensures compliance with:

National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016
Child Care Act 1991
Tusla requirements
GNVB identity and consent validation guidelines

Scope

This policy applies to any person whose duties necessarily and regularly involve access to or contact with children, as defined by law. This would include employees, directors, volunteers, trainees, placement students, or others whose role includes relevant work or activities relating to children or vulnerable persons.

Definition of relevant work or activities

Under the Act, "relevant work or activities" are defined as activities where a necessary and regular part of the role involves access to or contact with children or vulnerable persons, in contexts including but not limited to:

Pre-school services & schools
Treatment, therapy or counselling for children
Care or supervision of children
Educational, cultural, recreational, social, or physical activities primarily involving children
Advice, guidance, or developmental services via any medium
Driving children to/from activities

Note: Occasional or incidental assistance, such as general help at an event, does not trigger vetting unless it involves coaching, teaching, counselling, mentoring, or similar direct involvement with children or vulnerable persons.

Nominated person

The board of directors must appoint a nominated person responsible for:

Determining whether individuals undertake relevant work

Managing vetting submissions

Conducting identity validation

Maintaining secure record-keeping

Decision making if the disclosure of a criminal conviction is received

Vetting procedure overview

Provide and verify NVB1 form, fully completed, handwritten signature, consent ticked, submitted within six months.

Verify identity and address in person, recording document details (type, reference number, date, validator, signature).

Submission

Submit vetting via Early Childhood Ireland.

Copy of police clearance certificate required if applicant has lived abroad >6 months

Managing disclosures

If vetting returns the disclosure of a criminal conviction:

The nominated person will assess suitability, with factors including the nature, severity, frequency, time since offence, context, references, potential risk & opportunity for unsupervised contact.

Possible outcomes:

Approved - proceed with recruitment.

Restricted - allow with specific limitations in writing.

Denied - inform applicant in writing.

Record retention

Keep original NVB1 for 6 months, then convert to soft copy.

Keep vetting records for 5 years after commencement.

Securely store ID and address documents during employment & destroy within 12 months after departure.

Re-vetting


Conduct re-vetting every three years, or sooner if required.

This policy will be reviewed annually or as required to ensure it remains aligned with legal requirements and best practices.

This policy was adopted by Ballybay Kindergarten CLG on this 15th day of August 2025.

Persons responsible: Jamie Macleod-Elliott

Designation: Director & Company Secretary

Signature: -----

Date: 15/08/2025

Version: 001