Garda Vetting Policy

|  |
| --- |
| It is the policy of Kinnegad Community Childcare Clg. to ensure that all staff, board members, students and volunteers will be fully Garda vetted before having access to the centre. This policy has been created considering the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 two 1016, the Childcare Act 1991 (Early Years Services) Regulation 2016, the Data Protection Acts 1988-2018 and the General Data Protection Act 2018 and the Children's First Act 2015 and the National Guidelines for the Protection and Welfare of Children 2017. |

Kinnegad Community Childcare Clg is required to obtain Garda Vetting for all staff, board members, students (over 16 years of age), and volunteers before they have access to the centre.

Employment cannot commence before obtaining a satisfactory outcome from the Garda Vetting process. Garda vetting is not transferable from one service to another.

All employees should be re vetted every three years.

Garda vetting is used along with recent employee reference checks before making a decision on recruitment.

Any person who has lived abroad for more than six months must provide the necessary police vetting from other police authorities.

Staff from other agencies ie. Enable Ireland, can transfer their vetting from that agency to our service.

Parents who accompany children on occasional outings do not require Garda vetting, they will not be allowed unsupervised access to children.

Visitors to the Centre do not need garden vetting, they will at all times be supervised by a vetted staff member and at no time will have unsupervised access to children.

The service will conform to the provisions of the Data Protection Acts 1988-2018 and the General Data Protection Regulation (GDPR) 2018 in relation to the storage and retention of records

Garda vetting records will be kept for five years from the commencement of employment.

July 2023