



ALEXANDRA COLLEGE DUBLIN

Garda Vetting Policy

Section 1 : Overview & Definitions

In accordance with The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 (and its amendments) all people who work with children must be Garda Vetted. Section 6 of the Act states that any person who intends to work with children or vulnerable persons must undergo a Garda Vetting process. This includes teachers, school staff, and volunteers working in schools.

Section 2 : Roles & Responsibilities

The College Principal is the overall responsible person for Health & Safety in The College and is the designated Vetting contact. The Operations Manager is responsible for bringing staff through the Vetting Process, for collating and retaining vetting and for ensuring that all staff on campus are vetted. Once staff members have left the College their vetting is shredded and removed from the records.

Section 3 : Vetting Agencies

3.1 : Overview

Section 6 of the 2012 Act states that any person who intends to work with children or vulnerable persons must undergo a Garda Vetting process. This includes teachers, school staff, and volunteers working in schools. Alexandra College has three different vetting agencies that staff can be vetted by ; The Teaching Council , Joint Managerial Body and Early Childhood Ireland.

3.2 : The Teaching Council

- The Teaching Council in Ireland is a statutory, independent body, but it operates under the framework of the Irish government. It was established by the Teaching Council Act 2001 and is responsible for regulating and promoting the teaching profession in Ireland. Primary, Post Primary (Subjects) and Third Level Teachers can become members of The Teaching Council.
- Under The Teaching Council Act 2001, all members must be Garda Vetted by the Teaching Council. The Teaching Council is responsible for monitoring and updating all of its members vetting.
- All Primary School Teachers and Post Primary Teachers (who are subject qualified) are vetted through The Teaching Council.

- Teachers must provide their vetting on Induction. The Junior School Principal receives all Junior School Teachers vetting and the Deputy Principal receives all Post Primary School Teachers vetting. These are forwarded to the Operations Manager.
- The Teaching Council conducts vetting renewals sporadically and randomly across their members. At the beginning of each academic year the Operations Manager will email all staff requesting any updated disclosures.

3.3 : Early Childhood Ireland

- All Pre School staff will be vetted through Early Childhood Ireland. Early Childhood Ireland manages Garda Vetting for all employees in Early Learning School environments. Pre School staff vetting will be renewed every three years in compliance with Tusla regulations and requirements. Alexandra College is also a registered member of Early Childhood Ireland.

3.4 : Joint Managerial Body (JMB)

- For all Non Teaching Staff or those teaching but do not hold a subject qualification (i.e. Preschool Teachers, English Language Teachers, Special Needs Assistants) are vetted through the Joint Managerial Body (JMB).
- The Operations Manager brings staff through this process. All new staff must fill out Vetting forms during their Induction.
- The staff member will fill out a form and then they are to apply via the online JMB Portal which The Operations Manager will assist them in doing.
- Vetting disclosures are sent directly to the College Principal who sends them to The Operations Manager for recording and retention.
- All Non Teaching Staff are revetted every 3 years in accordance with the guidelines that Early Childhood Ireland and the Teaching Council follows.

Section 4 : Concerns or Issues

- Child Safety is paramount to the College. Garda Vetting is a statutory requirement.
- Any issues arising with a person's Garda Vetting is brought directly to the attention of the College Principal.

This policy was reviewed and approved by the Board of Management (BOM) in September 2026. Next Review is September 2027