

Polasaí Iniúchadh na nGardaí

Oibríonn Polasaí Iniúchadh na nGardaí i gcomhcheangal leis an bPolasaí Caomhnú Leanaí, a fheidhmíonn chun sábháilteacht gach páiste sa scoil a dheimhniú.

Deineann foireann agus Bord Bainistíochta Ghaelscoil Lios na nÓg gach dícheall chun nach mbeadh teacht ar leanaí gan feitheoir a bheith i láthair. Is ar son sábháilteachta na leanaí é seo, chomh maith le sábháilteacht na ndaoine fásta b'fhéidir a bheadh ina n-aonar le leanbh nó leanaí. Aithníonn an Bord agus an fhoireann go maith go bhfuil teora le hiniúchadh na nGardaí agus tuigeann siad nach dtugann sin cárta bán d'éinne. Mar sin féin, ar mhaithe le dea-chleachtas, is é polasaí Ghaelscoil Lios na nÓg iniúchadh Gardaí a dhéanamh ar éinne a bheadh ina (h)aonar le páistí nó scata páistí. San áireamh leis seo tá baill an Bhoird Bainistíochta agus baill foirne nach múinteoirí iad.

Tagairt don gCiorclán 0094/2006

Aidhmeanna

1. Chun a dheimhniú gur timpeallacht sábháilte, slán an scoil, d'ár bpáistí scoile.
2. Gur cuid de phróiseas níos leithne an tIniúchadh Gardaí, ag deimhniú cosaint agus sábháilteacht gach ball de phobal ár scoile.

Cad is Iniúchadh Gardaí ann

Cuireann Biúrió Náisiúnta Grinnfhiosrúcháin an Gharda Síochána an próiseas iniúchta i gcrích. Is í feidhm an Bhiúró ná sonraí a chur ar fáil de “gach cúiseamh buacach nó gan a bheith, ar feitheamh nó críochnaithe, agus/nó ciontaithe” a bhaineann le hiarrthóir go dtí eagraíocht cláraithe.

Próiseas

Líonann an t-iarrthóir cuireadh chun grinnfhiosraithe agus tugann siad ar ais go dtí an Oifig é. Cuirtear an fhoirm ansin go dtí Sínitheoir Údaraithe i bhForas Pátrúnachta na Scoileanna Lán-Ghaeilge. Gheobhaidh an t-iarrthóir foirm níos cuimsithí ar ríomhphost ansin chun an próiseas a chríochnú.

Comhlíonfar na rialacha go léir um chosaint sonraí maidir le haon sonraí a ghlacfar tar éis Iniúchadh Gardaí.

1. Baileofar agus próiseálfar eolas i slí cothram.
2. Coimeádfar an t-eolas ar chúiseanna sonracha, oscailte, dleathach.
3. Beidh úsáid agus roinnt an eolais ag comhréiteach leis na cúiseanna sin.
4. Coimeádfar an t-eolas slán sábháilte.
5. Ní choimeádfar é ach chomh fada is a bheidh sé riachtanach don gcúram don ar bailíodh é.
6. Riarfar eolas fachta ón mBiúró Iniúchta leis an duine más mian leis é.

Ag líonadh an chuiridh chun grinnfhiosraithe

1. Tá treoracha leis an bhfoirm. Léigh go cúramach iad.
2. Scríobh go soiléir le peann gránbhiorach agus úsáid BLOCLITREACHA nuair atá tú ag líonadh na foirme, agus litir/uimhir amháin i ngach aon bhosca.
3. Scríobh cén ról lena bhfuil tú ag lorg grinnfhiosraithe, msh, ag tionlacadh leanaí ar thurais scoile, ag du lag snámh srl.
4. Ní mór don iarrthóir cáipéisí aitheantais a chur ar fáil don scoil.
5. Ní ghlacfar le foirmeacha atá fotacóipeáilte.

Ag críochnú an phróisis ar líne

1. Tá treoracha leis an bhfoirm. Léigh go cúramach iad.
2. Chomh maith leis an seoladh reatha, tá sé tábhachtach gach iarsheoladh a chur ann, iad a bheith in ord agus gan aon bhearnaí a fhágaint.
3. Gheobhaidh an t-iarrthóir nochtadh ar ríomhphost. Ní mór é sin a thabhairt don bPríomhoide.
4. Breis eolais ar <http://www.foras.ie/bainistiocht-scoile/child-protection/garda-vetting/>

Beidh tairscintí fostaíochta do bhaill foirne nach múinteoirí iad, “faoi réir ag Iniúchadh sásúil ag an Aonad Iniúchadh Gardaí”. Déanann An Chomhairle Mhúinteoireachta iniúchadh ar leithligh ar fhoireann mhúinteoireachta.

Má theipeann ar dhuine an próiseas iniúchta a chomhlíonadh, dí-cháileofar é go nádúrtha. Má chuirtear eolas mí-chruinn ar an bhfoirm Iniúchadh Gardaí, cuir i gcás dáta breithe nó seoladh mí-chruinn, is féidir duine a dhí-cháiliú.

Chun cinneadh a dhéanamh an nglacfar le hiarrthóir, cuirtear slata tomhais éagsúla eile i bhfeidhm chomh maith le torthaí an Iniúchadh Gardaí. I gcás ciontaithe, tabharfar aird



breithiúnach ar nádúir agus dáta an chiontaithe, clár cúitimh ar son na córa a bheith déanta, agus athshlánú an chiontóra.

Beidh iarrthóirí ábalta cur in aghaidh an eolais a bhíonn curtha ar fáil ag an mBiúró, go háirithe ar mhaithe le botúin a sheachaint nó i gcás iomrall aithne.

I ngach cinneadh, aithnítear gurb é tosaíocht na scoile, a fhreagracht i leith cosanta na bpáistí a fhreastalaíonn ar imeachtaí na scoile.

Garda Vetting Policy

The Garda Vetting Policy operates in conjunction with the Child Protection Policy, which serves to ensure the safety of all children in the school.

The staff and Board of Gaelscoil Lios na nÓg endeavour to keep potential unsupervised access to children to a minimum. This is as much for the safety of the children as for the adults who may find themselves on their own with a child or children. The Board and staff fully recognise the limitations of Garda Vetting and realise that it does not provide clearance for any individual. However, in the interest of best practice, it is the policy of Gaelscoil Lios na nÓg to Garda Vet any individual who may find themselves in a position on their own with a child or children. This includes members of the Board of Management and non-teaching staff.

Ref. also Circular 0094/2006

Aims

1. To ensure that the school is a safe and secure environment for the children in our school.
2. That Garda Vetting is part of the wider process ensuring the protection and safety of all members of the school community.

What is Garda Vetting?

The process of Garda Vetting is carried out by the National Vetting Bureau of the Garda Síochána. The function of the Bureau is to provide details of 'all prosecutions, successful or not, pending or completed, and/or convictions' in respect of an applicant to a registered organisation.

Process

The applicant completes the Vetting Invitation Form and returns it to the oifig. This form is then sent to an authorised signatory in Foras Pátrúnachta na Scoileanna Lán-Ghaeilge. The applicant will receive a more detailed form by email to complete the process. All rules of Data Protection will be observed in respect of any data received following vetting;

1. Information will be obtained and processed fairly.
2. Information will be kept for a specified, explicit and lawful purpose.

3. Use of and disclosure of information obtained occurs only in ways compatible with these purposes.
4. Information will be kept safe and secure.
5. It will be retained only while necessary for the purpose obtained.

Completing a Vetting Invitation Form

1. Guidelines are attached to the form. Please read them carefully.
2. Please use a ballpoint pen and write clearly in BLOCK CAPITALS when completing the form, one letter/digit per box.
3. State clearly what role you wish to be vetted for eg, accompanying on school trips, swimming etc
4. The applicant should provide identity documents to the school.
5. Photocopied forms will not be accepted.

Completing the vetting process online

1. Guidelines are attached to the form. Please read them carefully.
2. As well as your current address, it is important to include all former addresses, in order and not to have any gaps.
3. The applicant will receive a disclosure by email. This must be given to the school Principal.
4. Additional information at <http://www.foras.ie/en/bainistiocht-scoile/child-protection/garda-vetting/>

All offers of employment to non-teaching staff and volunteers are 'subject to satisfactory vetting by the Garda Vetting Unit'. Teaching staff are vetted separately by the Teaching Council.

Failure to complete the Garda Vetting process will automatically disqualify the candidate. The provision of inaccurate information on the vetting form, such as inaccurate date of birth or address, may also disqualify.

Decisions on whether to accept an applicant will involve consideration of a number of criteria as well as the Garda Vetting findings. In the case of convictions, cognisance will be taken of the nature and dates of the conviction, restorative justice and rehabilitation of offenders.



Candidates will be able to challenge the information provided by the Vetting Bureau especially to avoid errors or cases of mistaken identity. In such cases re-vetting will take place.

In all decisions, it is recognised that the school will take as its first priority its responsibility to the protection of children attending school activities.