

Document Reference Number	8.1 Garda Vetting (Governance, Management & Records)		
Document developed by	DCIL CEO & Support and Development Team	Document approved by	DCIL CEO & DCIL Board Members
Approval date	November 2020	Revision date	November 2023
Responsibility for Implementation	DCIL Staff	Responsibility for review and audit	DCIL Support & Development Team

POLICY STATEMENT:

DCIL uses best recruitment practice to select the staff that have been Garda Vetted and are in a position to work with Vulnerable Adults.

PURPOSE:

To ensure that DCIL attain the staff who are have been Garda Vetted and deemed suitable to assist People with Disabilities.

SCOPE:

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed within the Donegal Centre for Independent Living.

PROCEDURE:

- 8.1.1 Before a person is employed with DCIL, they must fill out a Garda Vetting Invitation form, which is returned to DCIL when completed.
- 8.1.2 Completed forms are then forwarded to the National Vetting Bureau/Garda Criminal Records Office ,Racecourse Road, Thurles, Co. Temporary
- 8.1.3 Only when the Vetting Process is complete can the employment commence.
- 8.1.4 It is mandatory for all relevant staff to go through the Garda Vetting process.
- 8.1.5 DCIL operates a policy of re-vetting all their Personal Assistants in line with current best practice – every 3-5 years.

LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:

Centre for Independent Living, Carmichael House, Dublin

Sex Offenders Act 2001

Criminal Law Act 2003

The National Garda Vetting Bureau (Children and Vulnerable Persons Act (2012-2016))

ROLES AND RESPONSIBILITIES:

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

IMPLEMENTATION PLAN:

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

REVISION AND AUDIT:

This policy will be reviewed in November 2023 by the DCIL Support & Development Team and CEO of DCIL.