



APPROVED

Brothers of Charity Policy on Garda Vetting

The Brothers of Charity Services are committed to the need for the continuing review and strengthening of procedures in the area of recruitment and selection of staff particularly in relation to the validation of information supplied by candidates on their application form and pro-active verification of references from previous employers.

As staff employed in our services have substantial access to children and vulnerable individuals we will strictly enforce the recommendations of the Department of Health & Children in relation to obtaining Garda Vetting in respect of all new employees entering our services.

Garda Vetting Process

The Garda Vetting process is administered by the Human Resources Department and this procedure is operated on a strictly confidential basis. The Head of Human Resources for the Services together with specific Human Resources staff are the nominated staff members responsible for the Vetting process. No one else may initiate Garda Vetting procedures.

Applicants for Employment

All short-listed applicants for employment in our services must complete the appropriate Garda Vetting Enquiry Form as part of the application for employment. It is the responsibility of the Chairperson of the Interview Panel to ensure that all information is correctly completed on the form and that dates/addresses match employment and educational history.

The Garda Vetting procedure will apply to all types of employment in our services including permanent, temporary, locum, part-time, Fás and Student Employment Schemes.

Employees

No employee may be issued a contract or commence employment without appropriate Garda Vetting except as stipulated in this policy.

Where an employee ceases working with the Brothers of Charity Services Galway and subsequently returns to work in the Services the following must apply.

- A new application form, Garda Vetting Enquiry form and references must be completed by the employee and submitted to the Human Resources Department.
- Where the break in service is more than eleven months the employee may not take up the position until additional Garda vetting and appropriate updated references have been obtained.

Signed:

Patrick McGinley, Chief Executive

Date: 21st April, 2008

Policy No: 1996/02

Version 1 – 1st April 1996

Version 2 – 6th February, 2007

Version 3 – 1st November, 2007

Implementation Date: 1st May, 2008

- Where the break in service is less than eleven months and Garda Vetting previously acquired, the employee may take up the position pending renewed Garda Vetting but subject to a completed application form and references having been obtained and the Garda Vetting form having been already submitted to the Garda Vetting Office.

Criminal Convictions

In the event of the Garda Authorities indicating the prospective employee has a criminal conviction the Head of Human Resources in consultation with the appropriate Manager or Team Leader will make a decision whether or not to employ.

False Declarations

Where it is discovered that an employee has made a false declaration in any Application Form, Garda Vetting Enquiry Form or Curriculum Vitae, the disciplinary process will be invoked. Any false declaration or omission will be treated as a serious disciplinary matter and may lead to dismissal.

Contingency Planning

In order to ensure adequate staffing levels to cover holiday periods and other leave, managers must plan in advance and, in conjunction with the HR Department, recruit locum panels to be in place for short-term temporary work. As the Garda Vetting process can involve a delay of 4-8 weeks it is necessary for Managers and Team Leaders to *plan for this in advance* and consult with the HR Department in order to make the necessary recruitment arrangements for locum panels.

Volunteers

It is our policy that every volunteer must have Garda Vetting.

Prospective employees who have resided outside of the island of Ireland

The Garda Central Vetting Unit is not currently in a position to conduct vetting of applicants who indicate that they have lived outside of the island of Ireland (32 counties) in respect of the period they have lived abroad.

Prospective employees who have addresses in the UK will be required to present a written statement from the police which states that he or she has no criminal conviction or which lists any criminal convictions of the applicant. This can be obtained, at the prospective employee's own expense, by making a Data Protection access request to the UK authorities through any UK police station or through the Criminal Records Bureau.

Prospective employees who have had addresses in countries outside Ireland and the UK will be vetted for their periods of residence in Ireland and are required to present the written statement from the UK police in respect of the time they lived in the UK. They will be required to sign the *Formal Declaration of Disclosure* (attached) in front of a Commissioner for Oaths or a solicitor.

Exceptional Circumstances

No one may deviate from this policy without the written permission of the Chief Executive. Such written permission will only be issued in very exceptional circumstances where there is evidence that the impact of not facilitating the uptake of the post would have very serious consequences for service delivery to service users and their families. The following must also have occurred.

1. The Garda Vetting has been applied for and a minimum of two references checked. In the event of these being telephone references a standard Telephone Reference Check Form must be completed by the person requesting the waiver.
2. The prospective employee has signed the *Formal Declaration of Disclosure* (attached) in front of a Commissioner for Oaths or a solicitor.

Formal Declaration of Disclosure

It is important that you read this Declaration of Disclosure carefully and then sign it in the presence of a Commissioner for Oaths or a Solicitor.

I declare to the best of my knowledge that there is nothing in relation to my conduct, character or personal background nor any conviction, nor any charges pending which I have not **fully disclosed in writing** to Brothers of Charity Services Galway Ltd, that would adversely affect the position of trust in working with and caring for vulnerable service users in which I would be placed by virtue of this appointment. I hereby confirm my irrevocable consent to Brothers of Charity Services Galway Ltd making such enquires as may be deemed necessary in respect of my suitability for the post for which I have applied.

In connection with this application for employment and subject to the provisions of the Data Protection Acts 1988-2003, I authorise all persons, corporations, companies, educational institutions, law enforcement agencies and former employers to release information they may have about me to Brothers of Charity Services Galway Ltd and I release them from any liability and responsibility arising from doing so. I hereby accept and confirm the entitlement of the Brothers of Charity Services Galway Ltd to reject my application or to terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish the Brothers of Charity Services Galway Ltd with any information relevant to my application or my continued employment with the Brothers of Charity Services Galway Ltd or where I have made any false statement or misrepresentation relevant to this application or to my continuing employment with the Brothers of Charity Services Galway Ltd.

Furthermore, I hereby declare that all the particulars furnished on my application form are true, and that I am aware of the qualifications and particulars for the position. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or to termination of my employment.

I hereby confirm that I understand the meaning of the above declarations and that I have had the opportunity to seek advice in relation thereto prior to my signing this document.

I am making this formal declaration in front of a Commissioner for Oaths or a solicitor.

Name of individual: Address: Signed:	 Dated:
Name: Address: Signature of Solicitor or Commissioner of Oaths:	 Dated:
Official Stamp for solicitor or Commissioner of Oaths.	