

### Guidance on NVB Vetting

Teachers **will be required** to obtain an NVB Vetting Disclosure prior to the commencement of the 2017/18 school year in the following circumstances: (\*Please note that NVB vetting disclosures do not have an expiry date, so any teacher who has already obtained an NVB vetting disclosure since 29<sup>th</sup> April 2016 will not be required to make another application for NVB vetting before commencing employment in the 2017/18 school year.)

1. Teachers appointed to a **fixed-term position** in a school for the 2017/18 school year (with the exception of teachers who are being appointed to a fixed term position in the school in which they are contracted to teach, on a fixed-term contract, until the end of the 2016/17 school year, and who will therefore have continuity of fixed-term employment in that school);
2. Teachers appointed to a **permanent position** in a school for the 2017/18 school year (with the exception of teachers who are being appointed to a permanent position in the school in which they are contracted to teach, on a fixed-term contract, until the end of the 2016/17 school year, and who will therefore have continuity of employment in that school);
3. Teachers who are due to be **re-deployed** to a teaching post in a **new school** via the **main or supplementary panel** (with the exception of teachers being redeployed from the supplementary panel into a permanent position in the same school in which they are contracted to teach until the end of the 2016/17 school year);
4. Teachers who will commence Year 1 of the **Teacher Exchange Scheme** in 2017/18 (Teachers continuing in an exchange which is already in place will not be required to be vetted);
5. Teachers who will commence Year 1 of an **Interschool Jobshare** in 2017/18 (Teachers continuing in an existing jobshare arrangement will not be required to be vetted);
6. Teachers who are employed in a school which is **amalgamating** with effect from the 2017/18 school year. The newly amalgamated school will be deemed a “new employer”, so a vetting disclosure will be required by all teachers before they can commence employment in the amalgamated school;
7. Teachers who are allocated to take up a **shared special education post** in 2017/18 which will require them to work in a school(s) in which they have not previously been employed. (This will not apply to teachers currently allocated to a shared special education post and continuing to work only in those same schools in 2017/18);
8. Permanent teachers who intend to take a **career break** during the 2017/18 school year and who intend to take up employment as a casual substitute during the course of that career break.

**In general, all teachers who are commencing employment after 29<sup>th</sup> April 2016 will be required to obtain a vetting disclosure** - however, limited exemptions apply in relation to substitute teachers – see below;

A limited exemption applies in the case of substitute teachers. A vetting disclosure will not be required in the case of a substitute teacher being employed in a school in which they were previously employed as a substitute prior to 29<sup>th</sup> April 2016. The exemption also applies to substitute teachers being employed in a school where they were, prior to 29<sup>th</sup> April 2016, on that school’s “substitute list” and where they had

provided that school with a copy of their GCVU vetting letter, even if the school never actually employed them for any substitute work.

Teachers **will be not be required** to obtain an NVB Vetting Disclosure prior to the commencement of the new school year (2017/18) in the following circumstances:

1. Where they are employed in a school on a fixed term contract in a schools in 2016/17 and where they are being re-employed in that same school in 2017/18 with no gap on a further fixed term contract or a CID;
2. Where they are being redeployed via the supplementary panel into a permanent post for the 2017/18 school year in the school in which they are contracted to teach until the end of the 2016/17 school year so that there is no gap in their employment with that school authority;
3. Where they are **returning from a career break of any duration** (this was a requirement under the previous vetting circular but it is not required under the new vetting circular).

We have also received the following additional Guidance on NVB Vetting:

- **Re: Transition Year Students on placement in primary schools**
  - The DES has confirmed that transition year students who wish to take up a placement in a primary school must be vetted. The DES has advised that it is currently liaising with the Attorney General's office in relation to the practicalities of such an arrangement. Further guidance will be posted once available.
- **Re: Student Teachers on Placement in primary schools**
  - There is no requirement for a school or the relevant college/university to obtain a vetting disclosure from the Bureau prior to a student teacher undertaking teacher practice in the school in any case where – (1) the relevant college/university had, prior to 29 April 2016, received vetting information from the GCVU in respect of the person concerned and (2) that GCVU vetting information was obtained for the purposes of that person's attendance on the course which includes the school placements. When agreeing to such placements, a school should seek confirmation from the college that it received vetting information from the Garda Central Vetting Unit in respect of the student concerned prior to 29 April 2016.
- **Re: Student Teachers employed in primary schools on a casual basis**
  - A Student Teacher employed on a casual basis in a primary school must be NVB vetted before commencing such employment. Student teachers are permitted to apply for NVB vetting through the Teaching Council in the calendar year in which they are due to qualify.
- **Re: July Provision programme:**
  - A teacher who has obtained an NVB Vetting Disclosure will not be required to obtain a second and separate vetting disclosure for the purposes of being employed as an SNA for the July Provision Programme – their existing vetting disclosure will suffice.

- **Re: Retired Teachers taking up substitute work after 29<sup>th</sup> April 2016:**
  - Where a teacher retired prior to 29<sup>th</sup> April 2016 and **has not** taken up any substitute work since their retirement, they will require a vetting disclosure before they can undertake substitute work in any school (including the school in which they were employed prior to retirement);
  - Where a teacher retired prior to 29<sup>th</sup> April 2016 and **has** taken up substitute work in a school / schools prior to 29<sup>th</sup> April 2016, they are not required to obtain a vetting disclosure to take up further substitute work in those specific schools (but they would need a vetting disclosure to take up substitute work in any other school).
- **Re: Unpaid Volunteers:**
  - The vetting Act does not apply to unpaid volunteers (including parents) who assist the school on an occasional basis provided such assistance does not involve the coaching, mentoring, counselling, teaching or training of children or vulnerable adults.

*As per April 2017*