



Our Lady's School

Founded 1953
Templeogue Road, Terenure, Dublin 6w
Telephone 4903241 Fax 4922511

Email: admin@olschool.ie



March 2018

Garda Vetting

Dear Parents/Guardians,

Any students who wish to work with children or vulnerable adults during work experience must now receive Garda vetting. This policy was brought into place in April 2016 by the Joint Managerial Body (JMB). It will affect students seeking placements in Montessori schools, primary schools, sports clubs, crèches, nursing homes, hospices, hospitals, youth centres etc. At present it can take between **6-8 weeks for the vetting process to be completed.**

This policy will not apply to students under 16 years of age, but will apply on the day of their 16th birthday. If your daughter is 15 during her placement she doesn't require Garda Vetting.

Please ensure your daughter doesn't turn 16 during a placement that requires Garda Vetting.

Steps for applying for Garda Vetting

- A JMB Vetting Application form and a Parent/Guardian consent form must be completed. Please find these forms attached. Further copies are available on the JMB website.
- The completed forms are to be returned to the work experience co-ordinator within 2 days of being signed. The school principal will attach a cover letter certifying the identity of the students and send the forms onto the JMB. The full process (parents and school) must be completed within 5 days.
- When these forms are received by the JMB, they will be put onto an electronic system and sent to the Garda vetting unit.
- The parent/guardian will receive an on line form from the Garda vetting office asking for additional information to be entered and returned.
- When your daughter has been vetted, the paperwork will be returned to the school via email.
- A print out of the official Garda Vetting will be given to the student to bring to her placement. .

Yours faithfully,

Caitriona Coyne
Work Experience Co-ordinator
(workexperience@olschool.ie)