

Department [Circular 0026/2015](#): FAQs on advance preparation for the commencement of the statutory requirements for Garda Vetting. (Published 23 April 2015)

School Authorities

1. What are the current vetting arrangements?

Until the Vetting Act is commenced, Department [circular 0063/2010](#) will continue to apply. Circular 0063/2010 will be replaced by a new circular when the Vetting Act is commenced.

2. What is the position regarding non-teaching staff and volunteers under the new statutory vetting requirements?

This issue will be dealt with in a further circular which the Department will issue before the Vetting Act is commenced. [Circular 0063/2010](#) continues to apply until a new circular is issued by the Department.

3. The school may need to employ a new substitute teacher after the Vetting Act is commenced. Will it need to get a vetting disclosure from the Bureau for this new employee?

The school will not need to get a vetting disclosure from the Bureau if -

- (i) it had previously employed the person as a substitute on a recurring basis, **or**
- (ii) if **prior** to the Act's commencement –
 - a) he or she was on the school's list of teachers available for substitution work **and**
 - b) the school had received a copy of his or her Teaching Council vetting disclosure letter.

Schools are therefore strongly advised to update their list of teachers available for substitution work and ensure that the school has received a copy of each teacher's Teaching Council vetting disclosure letter. (**Note:** Obtaining a copy of a Teaching Council vetting disclosure letter at this stage is sufficient to ensure compliance with the statutory requirements of the Vetting Act following its commencement. However, in line with the existing requirements of [Circular 0063/2010](#), the school authority must be presented with an original Teaching Council vetting disclosure letter, issued within the current or previous calendar year prior to the teacher commencing the initial substitute employment)

4. When will there be more detailed guidance available on the statutory vetting requirements?

Prior to the commencement of the Vetting Act, the Department will issue a further circular in relation to the statutory requirements that will apply when the Vetting Act is commenced including how a school will receive a vetting disclosure issued by the Bureau and in relation to the wider duty of care considerations that school authorities must take into account as part of the recruitment process.

5. Where can I get further information in relation to the commencement to the Vetting Act?

Information in relation to the forthcoming statutory vetting requirements and the commencement date for the Vetting Act will, as it becomes available, be reflected in the regular updates on the Department's website www.education.ie.

Registered Teachers

1. I have already been vetted under the current non-statutory arrangements and have received a vetting letter from the Teaching Council. Do I need to apply now for a vetting disclosure to be issued by the Bureau under the forthcoming statutory arrangements?

Registered teachers who expect to be taking up new teaching employment (permanent, fixed-term (temporary), or substitute) in a new school **from the beginning of or during the first term of the 2015/2016 school year** should read section 3 of [Circular 0026/2015](#) carefully to determine;

- the immediate steps that they should take in order to ensure they can be readily employable after the commencement of the Vetting Act and
- if you are amongst those registered teachers who are advised to apply now to the Teaching Council for a vetting disclosure from the Bureau.

2. I currently work as a substitute in a number of schools in my area and don't intend to undertake new substitution or other work in any additional schools next year. Do I need to apply for a Bureau disclosure to continue working in these schools?

No action is needed if, prior to the commencement of the Vetting Act, you have undertaken substitution work on a recurring basis in a particular school or schools and intend only to seek further substitution work in that particular school or schools after the commencement of the Vetting Act.

3. I am on a list of substitutes in a school but have not yet worked as a substitute in that school. Do I need to apply now for a vetting disclosure to be issued by the Bureau under the forthcoming statutory arrangements?

You can work as a substitute in a school (even if you have not previously worked in the school) without the need for a vetting disclosure from the Bureau if, **prior** to the commencement of the Vetting Act –

- (a) you are on that school's list of teachers available for substitution work, **and**
- (b) you have provided that school a copy of your Teaching Council vetting letter.

If you have not already done so, you should provide a copy of your Teaching Council vetting letter to the school concerned. This should be done before **31 July 2015**.

4. Is there a deadline for submitting applications to the Teaching Council for a vetting disclosure under the circular?

If you are among the registered teachers identified in section 3 of Circular 0026/2015 who need to apply now to the Teaching Council for a vetting disclosure from the Bureau, this should be done before **31 July 2015**. You should regularly check the [Teaching Council's](#) and the Department's websites for updates in relation to this timeframe.