

Re: Vetting

Dear **Principal/Chairperson**

You may be aware that since 29 April 2016, statutory vetting requirements have been put in place which require that a school authority must receive a vetting disclosure from the National Vetting Bureau before commencing the employment of a new employee and it is a criminal offence for a school authority not to do so. This statutory requirement also applies to school authorities employing teachers under the redeployment arrangements. (Please see [Circular 0031/2016](#) for full details).

A teacher is to be redeployed in to your school from the main panel for the commencement of the 2016/2017 school year.

The managerial authority of your school is obliged, under Section 12(1) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, to receive a vetting disclosure from the National Vetting Bureau in respect of the teacher concerned prior to him/her commencing employment in your school.

Details on how a Bureau disclosure can be received are available on the Teaching Council website at:

[Digitary FAQs for schools/employers - Teaching Council](#)

I am now advising you that the teacher has been informed that s/he is required to submit an online vetting application for a vetting disclosure from the Bureau as soon as possible but in any event **no later than Thursday 23 June 2016** and to confirm this by email to your school. You are therefore advised to maintain contact with the teacher to ensure that s/he has applied for vetting as required and to make arrangements for his/her vetting disclosure to be made available to the school prior to him/her commencing employment in your school.

The teacher has also been informed that it is important that s/he has completed the online application for a vetting disclosure from the Bureau in sufficient time to ensure that the vetting disclosure is made available to the managerial authority of your school prior to the scheduled date for commencement of the teacher's new employment. This is to ensure that there is no disruption to the payment of his/her salary.

Please note: An exemption to the above statutory obligation on a school to obtain a disclosure prior to commencing employment would apply in the event that, prior to 29 April 2016, s/he has provided you with the Teaching Council Vetting letter in respect of redeployment to your school. In such circumstances, there is no statutory obligation on you to also obtain a disclosure from the Bureau in respect of his/her redeployment to that school.

Yours sincerely

Primary Allocations Section