



GUIDELINES RE VETTING IN DIOCESAN CATHOLIC PRIMARY SCHOOLS

Following the training of the Boards of Management of our Catholic Primary Schools a number of questions have arisen about the vetting of school personnel and others who volunteer or visit our schools on a regular basis. The following is the best advice that we can offer to our schools at the present time and is based on our legal advice, on the Department of Education and Skills Circular 0031/2016 and on the FAQs to that circular updated on October 13, 2016. We are continuing to try to resolve the issue of the multiple vetting applications that appear to be required under the Act for shared personnel such as Sports Coaches.

1: Who needs to be vetted?

Our best advice at the moment is *'if in doubt, vet!'* The diocese is prepared to process all vetting applications that Boards of Management deem necessary. These applications must be submitted using the [Kildare and Leighlin Schools Vetting Invitation 2016](http://www.kandle.ie) on www.kandle.ie or the Vetting Application Form (Vetting Form NVB 2) now available for download on www.kandle.ie. Vetting applications are to be submitted to **Br Camillus Regan, Diocese of Kildare & Leighlin Schools 10 Hawthorn Drive Tullow Co. Carlow**

2: Do TY Students have to be vetted by the school?

The minimum age for vetting is 16, therefore our best advice is that schools should only accept TY students over the age of 16 and they should be vetted using the **new-parent-consent-form-2016**. These forms are available for download on www.kandle.ie

3: What about Students on Teaching Practice?

The recent update from the DES makes it clear that where 2nd, 3rd and 4th year TP students have been vetted by their colleges prior to April 29th 2016 there is no need to submit another vetting application. Boards of Management should satisfy themselves that the vetting is in place before agreeing to placement. The DES offers no clear advice on the issue of 1st year students therefore our best advice is that they are vetted by the school prior to placement.

4: Priests and Parish Team Members Visiting Schools

All priests, diocesan staff and parish team members in the Diocese of Kildare & Leighlin have been vetted by the diocese for their work. This work includes the visitation of schools which is undertaken on behalf of the bishop of the diocese. All priests ministering in the diocese carry a Celebret Card. This card is a means of identification and ensures that the priest is in good standing with the diocese. Any priest that cannot provide a Celebret Card issued by Kildare and Leighlin must submit a vetting application to the Diocesan Office before commencing any activity in one of our schools.

5: Do Board of Management members need to be vetted?

Again our best advice is to submit vetting applications for board members.