



GSA Garda Vetting Policy

Under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 all employees who hold positions which involve the care of vulnerable persons or children must undergo Garda Vetting prior to commencing employment with Gaiety School of Acting.

This check may also be necessary for other roles where there may be a risk to the organisation as a result of any past behaviour or previous convictions. Depending on the role, these checks may be absolutely necessary having regard to the position on offer. Therefore as part of the pre-employment checking process, Gaiety School of Acting may provide candidates at final round interview with a character enquiry form, which requests information on any criminal convictions that the prospective employee may have. Statutory vetting will, in addition to a check for criminal records, include a check for any relevant "soft information". "Soft information" referred to as "specified information" in the Vetting Act 2016, is information other than criminal convictions held by An Garda Síochána that leads to a bona-fide belief that a person poses a threat to children or vulnerable persons.

Candidates will be provided with the relevant vetting form by school administration. The form will require personal details, such as date and place of birth, in addition to a disclosure by the prospective employee of any convictions in relation to offenses committed in the Republic of Ireland. Candidates will provide the completed form to <<Insert Liaison person's name>>. This will be forwarded to the National Vetting Bureau for assessment in the strictest of confidence. Information in relation to persons vetted will be kept on the National Vetting Bureau database and the information will be deemed to be entered in the register of vetted persons.

Once the Gardai have completed the check, the disclosure form will be forwarded back to school administration.

Candidates who fail to disclose information, or who provide false information in their form which subsequently comes to light, may not be employed with the organisation or may have their employment terminated on the grounds of misrepresentation.

Where an applicant is found to have a criminal record a risk assessment will be completed and recorded by the school.

The recruitment process may cease where, due to the nature or severity of the offence, it is determined that the individual's presence would be inappropriate (e.g. offences that could indicate a risk to children or vulnerable adults or cases of serious offences such as assault, homicide).

General Data Protection Regulation (GDPR)

This vetting process will, at all times, adhere to the General Data Protection Regulation (GDPR) and relevant legislation in providing protection to individuals with regard to collecting, processing and monitoring of personal and sensitive data. This also applies to spent convictions.

International Police Vetting

If the employee has resided outside Ireland for a period of 6 months or more he/she must also furnish a Policy Clearance Certificate from the country or countries of residence. This Certificate should state that you have no convictions recorded against you while residing there.