



TO BE COMPLETED BY THE SCHOOL ORGANISER AND SENT TO THE VISITING PERSONNEL

Date: _____

Dear _____

Thank you for agreeing to visit Lucan Community College on _____ for the purposes
of _____.

The Vetting Act places statutory vetting obligations on school authorities and as a result from 29th April 16 it is a criminal offence, other than in certain limited circumstances, for DDLETB, our patron body, to contract, permit or place a person to undertake relevant work or activities with children or vulnerable persons without first obtaining a vetting disclosure from the Bureau in respect of that person.

In light of this a vetting disclosure must be obtained by DDLETB for any individual from your organisation or company visiting our school. Each visitor should:

- complete the attached/enclosed Vetting Invitation,
- ensure they have sufficient documents supplied to reach 100 points on the ID validation form,
- return these forms along with copies of proof of identity such as passport or birth certificate as soon as possible to the organiser of the event or school office. **Original documents must be seen by this person** and they must sign the photocopies submitted.

This information will then be forward to our Head Office.

The applicant will then be invited by email (so please check your email regularly, including junk folder) to complete a Garda vetting application as soon as the attached/enclosed form is received by Head Office. If the presenters have already been vetted by the National Vetting Bureau with another school or organisation the process should not take too long but it can take a number of weeks and so we encourage you to start the process immediately. Only a vetting procedure carried out by DDLETB, will cover an individual to work in our school. This Garda clearance is then returned to our school and kept on file.

When your organisation is visiting the school each individual must report to the front office with identification so that their identity can be confirmed against the Garda Clearance certificate and they should sign the visitor's book.

If you have further questions about this process, please contact Susan Deasy or Elaine Devoy in DDLETB at 014529600.

Yours sincerely

Diane Birnie
(Principal)