

## **Policy Name: ICE Garda Vetting Policy**

### **Policy Statement:**

The Irish College of English commits to ensure the vetting of all host's household members of 16 years or over, teaching and non-teaching staff in direct contact with students in accordance with the National Vetting Bureau (Protection of Vulnerable Person's) Act 2012 to 2016 using Marketing English in Ireland as our agent.

**Person Responsible** – Orla Cowan – Garda Vetting Officer

### **Procedures**

In addition to our policy above:

- We have confirmation on file for additional centres that all staff are garda vetted in accordance with their safeguarding policy.
- All foreign group leaders residing in our residences must submit a police clearance certificate or similar or a declaration of good standing with no criminal record. In addition, these leaders will not be permitted to enter student accommodation without being accompanied by a member of our staff.

### **Home Stays**

We ensure that all members of households, over 16 years of age, who accommodate junior students are Garda Vetted within the last 3 years.

### **Residential Accommodation**

We ensure that all staff are Garda Vetted within the last 3 years.

We have documents on file for each calendar year from residential providers to confirm that all their staff are Garda Vetted.

Any adult foreign leaders staying on site in our residences must produce a document similar to our Garda Vetting Document e.g., national police clearance certificate or a declaration of good standing/no criminal record.

We do not permit foreign leaders to enter the residential accommodation area of juniors, unless accompanied by an additional member of our staff.

## **Staff**

We follow Garda Vetting guidelines and ensure that all members of staff are Garda Vetted who have frequent amounts of unsupervised time in contact with minors (e.g., Junior Students under the age of 18 years).

Where staff/interns are employed by us are new to Ireland, we ensure that they provide us with a national police clearance certificate equivalent to Garda Vetting in Ireland.

## **People/Organisations working with Us**

Where we engage in services of third-party providers, we have the following policy:

- Organisations / Companies working with students/ Activity Providers / Tourist Attractions, Coach Companies - we deem as exempt from our Garda Vetting as they perform their own Garda Vetting as applicable under their regulations.
- Outside providers who are not part of organisations and who are offering services as individuals e.g., yoga instructor, will not be allowed unsupervised time with minors.
- Drivers and transfer operators, who are individuals, we ensure they are Garda Vetted within the last 3 years.