



Garda Vetting Policy

Steptacular Performing Arts

Effective Date: Jan 2026

Review Date: Jan 2029

1. Policy Statement

Steptacular Performing Arts is committed to providing a safe, inclusive, and supportive environment for all children and young people participating in our classes, rehearsals, performances, and events.

In accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016, Garda Vetting is required for all persons who work with or have access to children or vulnerable persons. This policy outlines Steptacular Performing Arts' procedures to ensure appropriate vetting and safeguarding standards are maintained.

2. Scope

This policy applies to all individuals engaged by Steptacular Performing Arts, including:

- Teaching staff (full-time, part-time, freelance, substitute)
- Classroom assistants and helpers
- Volunteers
- Guest tutors and workshop facilitators

- Choreographers, musical directors, and rehearsal staff
- Any person with regular or unsupervised access to children

3. Legal Framework

This policy is informed by:

- National Vetting Bureau Acts 2012–2016
- Children First Act 2015
- Children First: National Guidance for the Protection and Welfare of Children
- Data Protection Acts 2018 and GDPR

4. Vetting Requirements

4.1 Initial Garda Vetting

All relevant personnel must :

- Complete Garda Vetting before commencing any role involving children
- Provide valid photographic identification and required documentation
- Submit vetting applications through Steptacular Performing Arts' authorized registered organization or umbrella body

No individual will be permitted to begin teaching, assisting, or supervising students until vetting clearance has been received and approved.

4.2 Re-vetting

Steptacular Performing Arts requires Garda re-vetting:

- Every three (3) years
- After a break in service
- When there is a change in role or level of responsibility
- Where safeguarding concerns arise

4.3 Vetting Portability

Garda Vetting is organization specific. Vetting completed for another employer or organization cannot be accepted by Steptacular Performing Arts.

5. Confidentiality and Data Protection

All Garda Vetting information will be:

- Treated as strictly confidential
- Stored securely with restricted access
- Used solely for recruitment and safeguarding purposes
- Retained only for the period required by law

Steptacular Performing Arts is committed to full compliance with GDPR and Irish data protection legislation.

6. Assessment of Vetting Disclosures

Any disclosure returned by the National Vetting Bureau will be:

- Reviewed by the School Director or Designated Liaison Person (DLP)
- Considered fairly and confidentially on a case-by-case basis
- Assessed with the safety and welfare of children as the primary priority

A disclosure does not automatically result in exclusion; however, Steptacular Performing Arts reserves the right to refuse or terminate engagement where safeguarding concerns arise.

7. Non-Compliance

Failure to comply with Garda Vetting requirements may result in:

- Delay in appointment or engagement
- Suspension of duties

- Termination of employment or contract

8. Roles and Responsibilities

Steptacular Performing Arts Management Will

- Ensure Garda Vetting procedures are implemented
- Maintain accurate vetting records
- Monitor vetting renewal dates
- Appoint and support a Designated Liaison Person
- Promote safeguarding best practice

Staff, Tutors, and Volunteers Will:

- Fully cooperate with Garda Vetting procedures
- Provide accurate and truthful information
- Notify management of any relevant changes
- Always maintain professional and appropriate conduct

9. Policy Review

This Garda Vetting Policy will be reviewed:

- Every two years
- Or earlier if required due to legislative or organizational changes

Signed: Nicole McDonald

Director, Steptacular Performing Arts

Date: Jan 2026