COLÁISTE CHEATHARLACH
NAOMH PÁDRAIG
CARLOW COLLEGE
ST. PATRICK'S

TITLE: ***STAFF VETTING POLICY***

Version	4.1	**Date Approved**	4 December 2024
	The *Staff Vetting Policy* was updated to include a note that vetting may not take place of all staff and will be role specific; this was changed following guidance from the National Vetting Bureau.	**Review Date**	9 October 2029 *or as required*
Approved By	Management Board		
Owner	Human Resources		

Version Control

Version No.	Date Approved	Documented Changes
4	9 October 2024	The *Garda Vetting Policy* was reviewed and it was determined by the College to create separate staff and learner vetting policies.
3.2	8 March 2023 (Academic Council) / 15 March 2023 (Management Board)	Minor change related to Appendix 1 (under 'Minor Offence'): 'If a satisfactory explanation is received, the learner will be advised that they may proceed with their placement and continue with the programme.'
3.1	6 April 2022 (Academic Council)	The following line was added under the policy statement: 'Learners are required to complete Garda Vetting by 1 December otherwise they may not be allowed to sit their First Semester Examinations.'
3	9 December 2020 (Academic Council) / 16 December 2020 (Management Board)	Policy revised to included legislative changes since the Policy was last passed (i.e. *Data Protection Act 2018*) and that Garda Vetting Results cannot be shared with placement providers; Appendix 1.1 was removed from the Policy.
2	22 November 2017 (Management Board) / 6 December 2017 (Academic Council)	Policy reviewed to align with principles outlined in legislation, amalgamate guidelines and procedures related to Garda vetting for both learners and staff members and alignment with *CCSP Policy on Policies*.

1	6 December 2011 (Academic Council)	Initial Issue

1. Purpose of Policy

The *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016* (the Vetting Acts) provide for mandatory vetting of persons who undertake relevant work or activities that bring them into contact with children or vulnerable persons. Staff of Carlow College, St. Patrick's (hereafter Carlow College) are vetted where they undertake relevant work or activities.

Carlow College is committed to ensuring that only suitable individuals are allowed to undertake activities with children or vulnerable persons. Therefore, relevant staff will not be permitted to undertake such activities unless they satisfactorily complete the vetting process.

Carlow College also mandates that as part of its recruitment process, it is a condition precedent of any offer of employment in relevant work or activities, that the College receives evidence of a satisfactory Garda vetting outcome, if it is required. Human Resources will provide guidance on whether vetting is necessary for each role.

Vetting Subjects are required to meet all timelines put in place by Carlow College under this Policy. Vetting Subjects who do not satisfactorily complete vetting may have their job offer withdrawn and / or be subject to the *Disciplinary Policy (Staff)*, as relevant.

2. Definitions

The following definitions are, for the most part, adapted from the Vetting Acts.

Child: a person under the age of 18 years.

Liaison Person: a person authorised to communicate with the National Vetting Bureau (NVB) on behalf of Carlow College. The Liaison Person applies for and receives vetting disclosures from the NVB. Human Resources staff act as Liaison Persons.

National Vetting Bureau (NVB): a unit of An Garda Síochána that conducts Garda Vetting. It provides relevant organisations with relevant criminal history information on individuals applying to undertake relevant work or activities. The NVB does not make a decision on the Vetting Subject's suitability for a position. This is the responsibility of the relevant organisation.

Relevant organisation: A person (including a body corporate or an unincorporated body of persons) who, inter alia, employs or permits any person to undertake relevant work or activities (e.g. Carlow College).

Relevant work or activities: work or activities carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable persons.

Relevant Staff: those staff members who may be subject to Garda Vetting under certain circumstances. Following recent guidelines from the Garda, not all lecturers need to be vetted. Staff that work on the Social Care Programmes will continue to be vetted as part of their employment.

Specified information: information relating to a Vetting Subject, such as an allegation of harm that leads to a bona fide concern that a Vetting Subject poses a risk to children or vulnerable persons. See Section 2 of the Vetting Acts for further information. *Vetting disclosure:* a document issued by the NVB, which states that there is no criminal record or specified information relating to a Vetting Subject or specifies the Vetting Subject's criminal record, and a statement of any specified information, which the Chief Bureau Officer, NVB, has determined should be disclosed. Certain convictions (e.g. spent convictions) are not disclosed. See Section 14A of the Acts for further information.

Vetting Subject: a person who undergoes vetting (e.g. a staff member).

Vulnerable person: a person, other than a child, who has a disorder of the mind (as a result of mental illness or dementia), intellectual disability, physical impairment (as a result of injury, illness or age), or physical disability, which is of such a nature or degree as to restrict the person's capacity to guard themselves against harm by another person or that results in the person requiring assistance with the activities of daily living, including dressing, eating, walking, washing and bathing.

3. Scope of Policy

This Policy applies to anyone who is employed and / or engaged by Carlow College or acts on behalf of Carlow College who may have access to children and / or vulnerable persons in the course of their employment or engagement with students and considered to be engaged in relevant work or activities.

Individuals who are not employed directly by Carlow College, but who are employed by contractors (or sub-contractors) of Carlow College, and who may have access to or contact with children and / or vulnerable persons and engaged in relevant work or activities in the course of their duties, will also be required to undergo the vetting process. Carlow College will also ensure

that Garda Vetting obligations are reflected, to the greatest extent possible, in any contract between Carlow College and any contractor and / or sub-contractor and, as appropriate, form part of the criteria required in any procurement process.

4. Policy Statement

4.1 Principles

The principles underpinning the *Staff Vetting Policy* are as follows:

- to ensure that Carlow College is compliant with the Vetting Acts;
- to ensure the protection of children and vulnerable persons;
- to promote public trust and confidence in Carlow College as a provider of third level education; and
- to inform staff about vetting processes, and to promote clarity, transparency, accountability and efficiency in these processes.

4.2 Vetting Process

The following sections outline the stages of the vetting process and matters that may arise from it.

Stage 1: Completion of Vetting Invitation

The Human Resources Liaison Person sends the Vetting Subject an invitation form.

The vetting invitation form is completed in writing by the Vetting Subject and returned to the relevant Liaison Person. The Vetting Subject is also required to provide the relevant Liaison Person with proof of identity.

The Vetting Subject must complete Stage 1 within 5 working days of being contacted by the Liaison Person.

Stage 2: Completion of the Vetting Application Form Online

Carlow College uses the NVB's e-vetting system to conduct vetting. The Vetting Subject's details will be entered in the NVB system, and they will receive an email with instructions on how to complete the vetting application form online. Carlow College requires the Vetting Subject to complete the Vetting Application within 30 days. The NVB vetting system issues a reminder after 21 days if the vetting application form has not been completed.

The NVB undertakes vetting on addresses in the Republic of Ireland and Northern Ireland only. The NVB does not make any requirements of Vetting Subjects regarding certification from time spent abroad. Vetting Subjects who have resided outside of the island of Ireland for a period of 6 months or more (from the age of 16 years) may also be required to furnish a Police Clearance Certificate from their country or countries of residence. The decision as to whether this is required will be made by Human Resources and dependent on the position. This Certificate should confirm if the individual has any convictions recorded against them while residing there. If a Vetting Subject is unable to obtain a Police Clearance Certificate, they may be required to obtain a legal declaration (Affidavit) in the presence of a Commissioner of Oaths or a Solicitor confirming that they have no criminal convictions, current or pending.

The law requires that the Vetting Subject disclose all previous names on the vetting application form, however, the NVB has a process for transgender persons where previous name / gender is available only to the NVB. This is known as the 'Sensitive Application Process.' Please see the 'Vetting for transgender persons' tab on this webpage for further information.

Stage 3: Vetting Application Form Processed by the NVB

The NVB will process the vetting application form in accordance with its own procedures, searching their databases for convictions, pending prosecutions, application of the Probation Act, non-convictions and specified information. They will return a vetting disclosure to the Liaison Person for each vetting application form.

Stage 4: Verification of Disclosed Information

The Liaison Person will email the vetting disclosure to the Vetting Subject.

If the NVB has no information to disclose, the disclosure will specify 'Nil' under criminal record and specified information. If a pending prosecution, conviction or specified information is disclosed, the Liaison Person will request the Vetting Subject to confirm in writing within 5 working days, if the vetting disclosure is correct.

Any Vetting Subject who wishes to dispute the information contained in a vetting disclosure from the NVB should outline the basis of their dispute in writing to the Liaison Person, who will then submit the complete application to the NVB for further checks.

Stage 5: Classification of Vetting Disclosures

When the information has been verified, vetting disclosures are classified in an objective and unprejudiced manner. The Liaison Person, the Head of Human Resources and EDI and a member of the Senior Management Team will classify each vetting disclosure as follows:

- no information disclosed; or
- minor disclosure; or
- serious disclosure.

As general guidance, in the case of either minor or serious vetting disclosures, the Liaison Person, the Head of Human Resources and EDI and a member of the Senior Management Team will consider whether the nature of the disclosure would be sufficient to pose any risk to children *and / or* vulnerable persons.

Stage 6: Assessment of Vetting Disclosures

A conviction will not necessarily prevent a staff member from undertaking relevant work or activities, but when assessing their suitability for relevant work or activities, Carlow College will consider a range of factors, including the vetting disclosure, the protection of children and / or vulnerable persons, and factors outlined in Section 4.3 below.

Staff members should also note that each case is subject to individual assessment, based on the circumstances, provided facts, and its own merits.

Minor pending prosecution(s), conviction(s) and specified information

Where a disclosure has been classified as minor, within which the absolute discretion of Carlow College are those cases that are not considered to pose any risk to children or vulnerable persons, the circumstances of the matter will be discussed with the Vetting Subject by the Liaison Person, the Head of Human Resources and EDI and a relevant member of the Senior Management Team.

When inviting a Vetting Subject to a meeting, the Liaison Person is to communicate to them what classification their vetting disclosure has received and inform them of their right to be accompanied by a support person (see Section 5).

Where the Liaison Person and Head of Human Resources and EDI and member of the Senior Management Team are satisfied with the discussion with the Vetting Subject, the *Vetting Subject* will be cleared for employment. If they are not satisfied with the discussion, the matter will be escalated to the process for vetting disclosures classified as serious.

The Liaison Person will create a written record of this meeting and its outcome(s) and will communicate the outcome of the meeting to the Vetting Subject in writing within **five working days** of the meeting.

Serious pending prosecution(s), conviction(s) and specified information

Where a disclosure has been classified as serious, the nature of which could indicate a potential risk to children and / or vulnerable persons, a Staff Vetting Panel shall be convened by the Head of Human Resources and EDI and comprise two members of the Senior Management Team, one of whom shall act as chair, the Head of Human Resources and EDI and the Liaison Person (if different from the Head of Human Resources and EDI). The Staff Vetting Panel shall meet with the staff member to discuss the circumstances of the vetting disclosure. The purpose of this meeting shall be to assess their suitability for their role / employment.

When inviting the staff member to a meeting, the Head of Human Resources and EDI is to communicate to them what classification their vetting disclosure has received and of their right to be accompanied by a support person (see Section 5).

The Liaison Person is responsible for creating a written record of meetings of the Staff Vetting Panel, including any decision(s) it takes.

In assessing the matter, a range of factors (see Section 4.3 below for further information) will be considered, including the discussion with the staff member, the nature and seriousness of the offence, the penalty imposed, the pattern of recidivism, the circumstances of the staff member at the time of the offence, the time which has elapsed since the offence, the extent to which the staff member has rehabilitated themselves, and the insight and reflection shown.

The Staff Vetting Panel may invite the staff member to submit written documentation supporting their position e.g. certification from a counsellor attended by the staff member. The Staff Vetting Panel will agree a timeframe with the staff member for submission of any supporting written documentation, and the Head of Human Resources and EDI will communicate this in writing to the staff member within **five working days** of the meeting.

Once any agreed timeframe has elapsed, the Staff Vetting Panel will meet to make its deliberations and consider an appropriate recommendation. The outcome of the meeting will be communicated in writing by the Chair to the Vetting Subject within **five working days**.

An appropriate recommendation may be to conduct an investigation in accordance with the *Disciplinary Policy (Staff).* In the event of a candidate applying for a position, the offer may be withdrawn.

4.3 Assessment of Pending Prosecution(s), Conviction(s) or Specific Information

In reaching a decision on the participation of a Vetting Subject in relevant work or activities, full account will be taken by Carlow College of all relevant information, for example, information recorded in the vetting disclosure and the discussion with the Vetting Subject . The Vetting Subject may be invited to submit written documentation supporting their position e.g. certification by a counsellor attended by the Vetting Subject. The interests of the Vetting Subject and other relevant information will be considered in a proportionate way, including

having due regard to the public interest, the protection of children and / or vulnerable persons, the maintenance of public confidence and the importance of appropriate standards of staff conduct while undertaking relevant work or activities.

The following factors will be considered in assessing a conviction, pending prosecution or specified information:

- the nature and seriousness of any charge, prosecution, conviction or specified information;
- the nature of any court result, taking account of any current suspended sentence;
- whether or not there is a pattern of recidivism (re-offending);
- the age and circumstances of the Vetting Subject at the time of any charge, prosecution, conviction or specified information;
- time elapsed since the charge, prosecution, conviction or matter that led to specified information;
- the manner in which the Vetting Subject dealt with proceedings in relation to the matter(s), and in particular, whether they pleaded guilty and at what point in the proceedings;
- whether the pending prosecution, conviction or specified information involved a serious breach of trust;
- whether the pending prosecution, conviction or specified information is one which by its nature gives rise to specific concerns in relation to the Vetting Subject's suitability to undertake relevant work or activities;
- mitigating factors, if any, in favour of the Vetting Subject;
- extent to which the Vetting Subject has rehabilitated themselves in the time elapsed since any charge, prosecution, conviction or matter leading to specified information;
- level of insight and reflection shown; and / or
- whether the Vetting Subject disclosed the matter upon completion of the vetting application form.

It is important to note that while the factors considered above shall be considered, this list is not exhaustive, and the assessment will take into account all relevant facts and circumstances pertaining to the particular staff member. This may include that further information is available from the NVB with the authorisation of the Vetting Subject. The process is that following verification of the vetting disclosure with the Vetting Subject, if they provide an account in relation to an incident leading to a court outcome, in respect of which the College Staff Vetting Panel, if of the opinion, due to the seriousness of the incident, that they require

further details from the NVB to assist with their decision making, they may, with the written authorisation of the Vetting Subject, seek further details from the NVB.

An appropriate recommendation may be to conduct an investigation in accordance with the College's *Disciplinary Policy (Staff)*. In the case of a candidate applying for a position, the offer may be withdrawn.

4.4 Appeals

In the event that the Vetting Subject is dissatisfied with the decision of the Staff Vetting Panel, they may be able to appeal the decision, subject to certain criteria. Full details of the appeals process is set out in Appendix 3 of this policy.

4.5 Charge(s), prosecution(s) and / or Conviction(s) Post Vetting

Staff members who are subject to this Policy, and who acquire a charge, prosecution and/or conviction during their employment following vetting, are required to notify the Head of Human Resources and EDI immediately. In such situations, staff members will be subject to the provisions of this Policy, and the *Disciplinary Policy (Staff)* may also apply.

4.6 Re-Vetting

Carlow College reserves the right, at its discretion, to require staff members who are engaged in relevant work or activities to undergo a further vetting process every three years.

A further vetting process may be required if information about the suitability of a staff member to undertake relevant work or activities comes to the attention of Carlow College. Re-vetting will follow the processes outlined in this Policy.

4.7 Data Protection and Records Management

Records arising from the vetting process comprise personal data as described by data protection laws. Vetting records are used and managed by Carlow College in accordance with the requirements of both the Vetting Acts and data protection laws. 'Vetting records' means both vetting disclosures and other records that may arise from the processes described in this Policy (e.g. meeting records).

Vetting records are used only to assess the suitability of the staff member for relevant work or activities as described in this Policy, and are stored securely in the staff member's HR file and

are made available only to persons who require them in connection with their official duties. In the case of recruitment of new staff members, if the Garda Vetting has been completed but the contract of employment does not proceed, all vetting disclosure records are destroyed with immediate effect.

Further information for staff about managing vetting records is available in Appendix 2, Information for Staff.

5. Roles and Responsibilities

5.1 Liaison Person

The Liaison Person is responsible for the following, as described in this Policy:

- processing vetting applications, and participating and in the classification and assessment of vetting disclosures;
- creating and managing meeting records; and
- communicating with Vetting Subjects and the NVB.

The Liaison Person is also responsible for complying with the NVB's 'Code of Practice on Garda Vetting.'

5.2 Head of Human Resources and EDI

The Head of Human Resources and EDI is responsible for the following, as described in this Policy:

- participating and in the classification and assessment of minor and serious vetting disclosures;
- convening a Staff Vetting Panel, if required;
- communication with staff members on behalf of the Staff Vetting Panel;

5.3 Senior Management Team Members

Members of the Senior Management Team are responsible for:

- participating in the classification and assessment of minor and serious vetting disclosures;

- participating in Staff Vetting Panels, as deemed relevant and appropriate;
- participating in Appeals Panels, as deemed relevant and appropriate.

5.4 Staff Vetting Panel

The Staff Vetting Panel is responsible for deciding if a staff member who has a vetting disclosure classified as 'serious' may participate in relevant work or activities, as relevant.

5.5 Staff Support Person

The Vetting Subject has the right to be accompanied by a fellow employee or Trade Union Representative to any meeting they attend under this Policy. A person who is engaged in the recruitment process may also be accompanied by a support person but this must be agreed with Human Resources in advance of the meeting. A support person will not normally be a legal representative, and it will be at the College's discretion whether a legal representative shall be permitted to attend.

The role of the accompanying person is to support the staff member, however, the support person may not answer any question on behalf of the staff member. The staff member can take some time during the meeting to consult with the support person (in private, if necessary) as long as it does not cause undue disruption to the meeting. The staff member must provide the name and status of their support person in writing to the convener of the meeting at least **two working days** prior to the meeting. The support person should note that there is an expectation of strict confidentiality about the vetting process.

6. Associated Documentation

- Appendix 1: Guidelines for Completing Vetting Invitation Form (NVB1 Form)
- Appendix 2: Information for Staff

7. Referenced Policies

- *Child Protection Policy*
- *Data Protection Policy*
- *Disciplinary Policy (Staff)*
- *Freedom of Information Policy*

- *Records Management Policy*
- *Recruitment and Selection Policy*
- *Research Ethics Advisory Policy*

8. Monitoring and Review

This Policy will be formally reviewed every five years. It is monitored on an ongoing basis by Human Resources and will be updated to reflect legal or regulatory requirements.

Appendix 1: Guidelines for Completing Vetting Invitation Form (NVB1 Form)

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Guidelines for Completing Vetting Invitation Form (NVB1 Form)

General

- The completed NVB1 form and suitable identification documents must be returned to the Human Resources Office.
- This form must be completed in full using BLOCK CAPITALS and must be legible.
- The original signed form must be returned to the Human Resources Office. Photocopies, scans or photographs of forms will not be accepted.
- The staff member must provide identification documents as outlined under the 'Verification of Identity tab' on this webpage.
- Insert one character (e.g. letter, number, symbol) in each box.
- Incomplete or incorrectly filled applications will be rejected by the Human Resource Office.

Personal Details

- Vetting Subjects must include their email address on the form.
- Current address means the address that you are now residing at.
- The address fields should be completed in full, including Eircode / Postcode. Abbreviations are not permitted.

Role Being Vetted For

The role you are being vetted for must be clearly stated.

Declaration of Applicant

The applicant must sign and date the form, and tick the provided box, to confirm they have provided identification documents to validate their identity; and that they consent to being vetted and the disclosure of information by the National Vetting Bureau, subject to the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016*.

Appendix 2: Information for Staff

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Information for Staff

Records Administration

The Liaison Person is responsible for storing vetting invitation forms, identification documents and vetting disclosures in the Vetting Subject's personal file in Human Resources. Usually, vetting invitation forms and identification documents are stored in physical files, and vetting disclosures are stored in electronic files.

In the case of recruitment of new staff members, if the Garda Vetting has been completed but the contract of employment does not proceed, all vetting disclosure records are destroyed with immediate effect.

Where a staff member is subject to Section 4.2, Stage 6 of the Policy, a OneDrive folder should be created as a 'case file' and contain all relevant records. The Liaison Person is the owner of case files created for Stage 6.

The Liaison Person is responsible for acting as note-taker at meetings they attend under this Policy. The note-taker is to circulate draft minutes to members for agreement within two working days. Members then have a maximum of two working days to agree the minutes.

For data security purposes, all vetting records are to be stored in a OneDrive folder and shared via a OneDrive link. It is not permitted to share physical records or via email attachment unless there is a problematic issue with OneDrive.

Records retention periods are outlined in the Records Retention Schedules. These retention periods apply to the Liaison Person (for vetting invitation forms, vetting disclosures, identification documents, and all meetings' records).

Where records are held by other staff in the course of their duties, they are reference copies and may be securely destroyed as soon as the process in which they are involved is over.

All staff are responsible for the confidentiality, secure storage and secure destruction of vetting records that are in their possession.

In cases where a Staff Vetting Panel has recommended that an investigation be conducted in accordance with the College's *Disciplinary Policy (Staff),* all records in relation to this process are to be retained in accordance with the *Disciplinary Policy (Staff).*

The procedure also contains within it an appeals process. Similarly, all records in relation to

any appeals process are to be retained in accordance with the *Disciplinary Policy (Staff).*

Meetings

The convener should note the importance and expectation of confidentiality at the beginning of meetings. This is particularly the case where a support person attends with a Vetting Subject.

Consent to Seek Further Information

As outlined in the Policy, Vetting Subjects may be asked for written authorisation for further information to be sought from the NVB. Additionally, Vetting Subjects may present written evidence to support their position. In the latter case, staff with relevant responsibilities under the Policy may ask the Vetting Subject for the author's contact details to verify the written evidence. Otherwise, staff are advised not to seek Vetting Subject consent to acquire information from third parties.

Freedom of Information (FOI) and Data Protection Requests

Staff are reminded that individuals who find themselves in a formal process relatively often submit requests under FOI or data protection laws. Any such request should immediately be sent to the FOI Officer or DPO, as relevant, who will process the request. An FOI request must be in writing and refer to FOI. A data protection request can be in any format (written or oral) and does not need to refer to data protection or the General Data Protection Regulation. A data protection request can be for any of the following:

• Information about how data is processed • Access to personal data • Rectification of incorrect or incomplete data • Erasure of data	• Restriction of data processing • Objection to data processing • Data portability • Not to be subject to a decision made solely on automated processing (not used in vetting)

Appendix 3 – Appeals Process

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Appeals Process

How to Submit an Appeal

A Vetting Subject is entitled to appeal the decision of the Staff Vetting Panel, on the following grounds:

- **Incorrect process:** there was a procedural error which gives rise to a reasonable doubt as to whether the Staff Vetting Panel would have reached the same decision had it not taken place;
- **New evidence:** which the Staff Vetting Panel was unaware of when making its original decision, which might reasonably have resulted in a different decision;
- **Specified / stated grounds** where the Staff Vetting Panel's decision was based on erroneous information or interpretation.

To appeal the decision, the Vetting Subject should email the Head of Human Resources and EDI (hr@carlowcollege.ie) within **10 working days** of the date that the decision was issued. In the appeal submission, the Vetting Subject is to:

1. clearly and concisely explain the grounds for appeal (see Section 4.4.2); and
2. attach the decision letter/email received from the Staff Vetting Panel; and
3. attach any supporting written evidence.

In exceptional circumstances, a late appeal may be considered but the Vetting Subject must explain why they were prevented from submitting on time and provide supporting evidence.

Vetting Subjects should note that all decisions of Carlow College remain in force until the outcome of any decision on an appeal.

Appeals Process

Normally, a decision on an appeal will be made within **30 days** of receipt. Vetting Subjects will be notified if Carlow College cannot achieve this timeline.

The Head of Human Resources and EDI will assess the appeal submission to confirm that it falls within the scope of the appeals procedure. The Head of Human Resources and EDI will notify the Vetting Subject in writing as to whether the appeal is within scope.

If the appeal is within scope, an Appeal Committee will be convened. It will comprise two members of the Senior Management Team. No member is to have a conflict of interest or have been involved in any prior decision relating to the case.

The Appeal Committee shall consider the appeal on the stated grounds and its own merits. Appeals are determined by written appeal submissions and relevant documentary evidence.

The Appeal Committee will send a copy of the appeal submission (including any supporting evidence submitted by the Vetting Subject) to the Staff Vetting Panel and ask them to submit a formal response to it. The Staff Vetting Panel should normally reply in writing within **five working days** and in doing so is to:

1. Carefully consider the appeal submission, including any supporting evidence;

2. Respond to all pertinent issues raised by the Vetting Subject;

3. Include all relevant information to help the Appeal Committee to understand how the Staff Vetting Panel's decision was reached; and

4. Submit all relevant documentary material that was used by the Staff Vetting Panel to make its decision.

A copy of the appeal submission, including any supporting evidence provided by the Vetting Subject, and evidence submitted by the Staff Vetting Panel, including its response provided in relation to the appeal, will be issued to both the Appeal Committee and the Vetting Subject. The Vetting Subject may provide a further response within **five working days** to inform the appeal by the Appeal Committee. The Appeal Committee may request additional information from the Vetting Subject and/or the Staff Vetting Panel.

The Appeal Committee will then meet and make a decision on the appeal. A note taker will attend this meeting and will create a record of the meeting and its outcome(s).

Outcome of Appeal Process

The Appeal Committee may decide to uphold the decision of the Staff Vetting Panel or amend the outcome, or to effect such other remedy as it considers appropriate. This may include that the Appeal Committee, at their discretion, may refer the case back to the Staff Vetting Panel for a new hearing with such conditions as the Appeal Committee deems appropriate within College Policy.

The Chair will communicate the decision in writing to the Vetting Subject and the Staff Vetting Panel within **five working days**.