

	Document Title	Safeguarding and Garda Vetting Policy for Training		
	Doc. Number	TRA-POL-001	Doc. Owner	Head of Training and Development
	Author	Angela Byrne	Revision	Rev. 05
	Reviewed by	John Kelly	Approved by	John Kelly
	Next Review Date	04/12/2026	Approved Date	04/12/2025

## 1. Policy Statement

At Shorcontrol Safety we are committed to providing a learner friendly environment where all learners and staff work together to create the optimum atmosphere for learning and personal development in which all participants feel safe and comfortable.

We believe that all people, regardless of age, ability, gender, race, religion, ethnic origin, social status, or sexual orientation have the right to be protected from abuse. The rights, dignity and worth of all young people should always be respected.

The principles set out in our Code of Conducts & Ethics Policy, Equality, Diversity & Inclusion Policy, and Data Privacy & Protection Policy are foundational and inherent in the development and application to the contents of this policy.

This policy aims to strengthen our arrangements for safeguarding children (under 18) and vulnerable adults, mandates Garda Vetting for relevant roles, and aligns our procedures with Irish legislation and awarding-body requirements (QQI, City & Guilds, PHECC, IOSH, IPAF, and SOLAS).

## 2. Purpose

The purpose of this policy is to describe how Shorcontrol Safety ensure that Safeguarding is implemented and complies with the law as well as performing Garda Vetting. This policy is designed to help protect children and young people under 18 and vulnerable adults from any form of unacceptable behaviour including sexual misbehaviour, physical acts, inappropriate remarks, suggesting gestures, pictures, other materials, or other forms of abuse such as bullying or physical violence.

## 3. Scope

The scope of this policy applies to all persons who are involved in education, training and assessment of learners who are classed as children, young people, or vulnerable adults.

Individuals who are not directly employed by Shorcontrol Safety but are employed by contractors or sub-contractors of the company, who may have access or contact with learners who are classed as children, young people, or vulnerable adults will also be required to adhere to the requirements of this policy.

## 4. Definitions

Term	Definition
<b>Safeguarding</b>	Measures in place aimed to protect the health, well-being, and human rights of individuals, which allow people, especially children, young people, and vulnerable adults, to live free from abuse, harm, and neglect.
<b>Vulnerable adult</b>	A person who is or may be in need of community care services by reason of disability, age, or illness; and is or may be unable to take care of or be unable to protect him or herself against significant harm or exploitation". This definition of an Adult covers all people aged 18 years or over.

	Document Title	Safeguarding and Garda Vetting Policy for Training		
	Doc. Number	TRA-POL-001	Doc. Owner	Head of Training and Development
	Author	Angela Byrne	Revision	Rev. 05
	Reviewed by	John Kelly	Approved by	John Kelly
	Next Review Date	04/12/2026	Approved Date	04/12/2025

<b>Garda Síochána National Vetting Bureau (GSNVB)</b>	Irish agency tasked with processing the requests to carry out retrospective vetting of current employees/tutor/instructors, and vet prospective is applicable.
---	--

## 5. General Policy Requirements

Those that deal with children, young people and vulnerable adults must:

- Take all reasonable steps to ensure the health, safety and welfare of any child, young person, or vulnerable adult.
- Ensure that any activities are appropriate to the age, maturity, and ability of those participating.
- Consistently display high standards of personal behaviour and appearance.
- Ensure behaviour, language, gestures etc. are appropriate and above reproach.
- Avoid spending time alone with children, young people or vulnerable adults including car journeys. Meetings with individuals should take place as openly as possible and always with the full knowledge of another responsible person.
- Not make any unnecessary physical contact. If you accidentally hurt a child, young person or vulnerable adult, or cause distress in any way, report the incident as soon as possible. Parents/carers should also be informed of the occurrence.
- The welfare of the child, young person or vulnerable adult is paramount.
- Those providing services for young people should have a procedure for handling child protection allegations consistent with current practice.
- All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality, or beliefs.
- No child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs.
- All allegations should be taken seriously and treated in accordance with child protection procedures.
- Social services and An Garda Síochána are responsible for any investigations which may arise.

### *5.1 Safeguarding, Garda Vetting, and Legal Responsibilities*

- Shorcontrol Safety reserves the right, at our discretion, to require our employees, staff, and representatives to undergo Garda Vetting process and re-vetted if information concerning suitability to work with children, young persons, or vulnerable adults. Anyone who acquires a charge/prosecution and/or conviction or anything that may affect their suitability for employment are required to immediately notify the General Manager.
- Due to the nature which Shorcontrol Safety offers training designed to be used in the workplace; children, young people and vulnerable adults rarely participate in programmes offered at Shorcontrol Safety.

	Document Title	Safeguarding and Garda Vetting Policy for Training		
	Doc. Number	TRA-POL-001	Doc. Owner	Head of Training and Development
	Author	Angela Byrne	Revision	Rev. 05
	Reviewed by	John Kelly	Approved by	John Kelly
	Next Review Date	04/12/2026	Approved Date	04/12/2025

- Tutor/instructors and instructors are currently not required to undergo safeguarding training prior to administering courses for Shorcontrol Safety. This is subject to change should the need arise for the business.
- Should the circumstance arise Shorcontrol Safety will ensure that all personnel including tutor/instructors, employees, sub-contractors, and any other representatives of the company understand and comply with the law and good practise with regard to Safeguarding.
- Should the circumstance arise that individuals which are classified as children, young people, or vulnerable adults, do participate in training programs; Shorcontrol Safety will ensure that proper Safeguarding measures are in place, in addition to safety measures and protections ensured to all delegates, by mandating that the Head of Training and Development must undergo safeguarding training.
- We will ensure that the necessary steps are taken to ensure that all relevant personnel are Garda vetted if they are training people under the age of 18 or vulnerable adults. As part of the Safeguarding training, the Head of Training and Development must also be Garda vetted.
- Safeguarding responsibilities should they arise, shall be formalised through a signed agreement as appropriate.
- If Garda vetting becomes a requirement by any of the governing/awarding bodies, Shorcontrol Safety will ensure that all potential and current trainers, which administer the courses of said governing/awarding body, will be required to complete prior to their being allowed to administer the designated course(s).
- Any personnel who are in contact with a child, young person or vulnerable adults shall be made aware that time alone with them must be kept to an absolute minimum and avoided where reasonably practicable.
- Any personnel who have any doubt, concerns or are made aware of any instance of abuse of a child, young person or vulnerable adult has a duty to report it immediately and appropriately.

### ***5.2 Training/ Assessment Suitability***

- Under the Equality Act 2010 (unless minimum age is specified in legislation) age is a protected characteristic and cannot be discriminated against.
- Where courses or qualifications are offered to those defined as children, young people and vulnerable adults, a risk assessment must be conducted that incorporates the immaturity of learners including factors such as physical size and weight, lack of awareness and dangers.
- Pre-course screening must also take place to ensure suitability for the course and appropriate supervision should be provided throughout the course.
- The learner to tutor/instructor ratio may also need to be reviewed and whether equipment needs are to be modified at any stage during the course.
- To minimise opportunities for children, young people, and vulnerable adults to suffer harm of any kind whilst participating in any training or assessment activity we shall ensure that all learners are given full information about the course programme, qualification assessment and the supervision arrangements.

	Document Title	Safeguarding and Garda Vetting Policy for Training		
	Doc. Number	TRA-POL-001	Doc. Owner	Head of Training and Development
	Author	Angela Byrne	Revision	Rev. 05
	Reviewed by	John Kelly	Approved by	John Kelly
	Next Review Date	04/12/2026	Approved Date	04/12/2025

### 5.3 Reporting and Record Keeping

- Shorcontrol Safety will ensure all requests for reasonable adjustments are documented and any records of instances or allegations are kept for audit and review.
- We will take appropriate action if there is any suspicion that anyone is physically, emotionally, or sexually abusing a child, young person, or vulnerable adult.
- Report any evidence or reasonable suspicion that a child, young person, or vulnerable adult has been physically, emotionally, or sexually abused to the people or agencies whose role is to protect them (e.g., parents, Garda, Tusla, social services). All reports are treated with the strictest confidence.
- It is the responsibility of safeguarding and child protection experts to determine whether or not abuse has taken place, but we will ensure anyone who comes into contact with a child, young person, or vulnerable adult to take responsibility to act appropriately and report concerns.
- Safeguarding records, vetting disclosures, and reasonable adjustments are securely maintained, access controlled, and retained in line with GDPR and Data Protection Act 2018 principles. Only authorised personnel may access vetting information.

### 5.4 Awarding Body Specific Requirements

**QQI** - We align with QQI Core Statutory QA Guidelines including governance, learner support, assessment integrity, public information, and self-evaluation. A safeguarding procedure forms part of our QA, with the DLP named and reporting routes documented. Learner Protection arrangements and complaints/appeals are accessible to all learners.

#### City & Guilds -

**PHECC** - PHECC courses are delivered only under Recognised Institution (RI) or Approved Training Institution (ATI) governance. Instructors must meet PHECC teaching faculty standards (e.g., Assistant Tutor/Tutor progression, CFR Instructor prerequisites) and comply with the PHECC Quality Review Framework (QRF) for governance, delivery, assessment (IV/EV), and learner supports.

**IOSH** - Training providers must adhere to IOSH Training Provider Policies and Procedures, including diversity and equality (safeguarding vulnerable adults), maladministration/malpractice controls, and incident/complaints processes. Course delivery must comply with applicable Irish legislation.

**IPAF** - IPAF training is delivered by approved centres or registered independent instructors. Instructor criteria include 36 months' MEWP experience, current Operator and Demonstrator licenses, MEWPs for Managers, acceptable instructional techniques, approved Harness Instructor, and First Aid at Work. Mentoring and IPAF examination are required. Training environments must be risk assessed and suitable for all learners.

**SOLAS** - Where acting as a SOLAS Approved Training Organisation (e.g., Safe Pass) or delivering statutory apprenticeship components, we comply with SOLAS QA arrangements, Code of Conduct, learner support, assessment sampling, and external authentication requirements as applicable.

	Document Title	Safeguarding and Garda Vetting Policy for Training		
	Doc. Number	TRA-POL-001	Doc. Owner	Head of Training and Development
	Author	Angela Byrne	Revision	Rev. 05
	Reviewed by	John Kelly	Approved by	John Kelly
	Next Review Date	04/12/2026	Approved Date	04/12/2025

### 5.5 Garda Vetting for Training Provision in relevant State bodies

**Garda Vetting Requirement:** All personnel providing training or support services within any state bodies involving direct or indirect interaction with individuals in care, custody, or under supervision, must undergo Garda Vetting. This applies to full-time staff, part-time staff, subcontractors, and any other representatives involved in training delivery.

**Pre-Employment Vetting:** Garda Vetting must be completed prior to commencement of any training activities. No individual shall be permitted to engage in any training, assessment, or support roles until a satisfactory vetting disclosure is received and approved.

**Re-Vetting:** Re-vetting shall be conducted at regular intervals, as required by law or as determined by the relevant state body or the National Vetting Bureau. Personnel will also be required to undergo re-vetting if their role changes, or if new concerns about suitability arise.

**Continuous Disclosure Obligations:** All personnel must promptly report any changes in their Garda Vetting status, including charges, prosecutions, or convictions, which could affect their suitability for working in sensitive environments. Failure to disclose such information may result in immediate suspension or termination of engagement.

**Vetting Process Management:** The vetting process will be managed in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, ensuring compliance with all legal obligations. Records of vetting disclosures will be securely maintained and reviewed by the organisation's Garda Vetting Liaison Officer to determine suitability.

**Confidentiality and Data Protection:** Information obtained through Garda Vetting will be handled with the utmost confidentiality and in compliance with GDPR and the Data Protection Act 2018. It will only be shared with relevant authorities or personnel responsible for assessing the suitability of individuals to work in sensitive environments.

**Exclusion from Training Provision:** Any individual who is found, through Garda Vetting or other disclosure, to be unsuitable for working within state bodies due to a relevant offence, may be disqualified from providing training or related services. Decisions will be made in accordance with best practices, with the individual given an opportunity to provide context regarding any disclosures before a final determination is made.

## 6. Responsibilities

Employee Title/Classification	Responsibility
<b>Directors, Top Management, Senior Management &amp; Committee Members</b>	To ensure the necessary resources are available within the organisation for the implementation of this policy. To ensure the contents of this policy are implemented effectively. To investigate and act upon any breaches or violations which may arise or be reported in relation to this policy.
<b>Employees/ Staff/ Instructors/ Sub-contractors</b>	To adhere to the requirements set out in this policy. To report any breaches or violation of this policy to top/senior management for investigation and resolution.

	Document Title	Safeguarding and Garda Vetting Policy for Training		
	Doc. Number	TRA-POL-001	Doc. Owner	Head of Training and Development
	Author	Angela Byrne	Revision	Rev. 05
	Reviewed by	John Kelly	Approved by	John Kelly
	Next Review Date	04/12/2026	Approved Date	04/12/2025

## 7. Enforcement

Employee Title/Classification	Responsibility
General Manager	Has the discretion of determining the repercussion on the discovery of any member of staff, tutor/instructors, managers, visitors, or subcontractor's breach or violation of this policy. Has the discretion of determining the repercussions on the discovery of a manager or assigned responsible personnel's failure to enforce or follow this policy or its procedures.
Managers and Heads of Departments	Has the discretion of determining the repercussions on the discovery of any subordinate or learner's breach or violation of this policy.

## 8. Related Information and Documents

Document ID	Title
Policy Statement	<ul style="list-style-type: none"> <li>• Mission, Vision, &amp; Values</li> <li>• Quality Policy</li> <li>• Dignity Charter</li> <li>• Equality, Diversity &amp; Inclusion</li> </ul>
GEN-POL-001	Code of Conduct & Ethics Policy
GEN-POL-003	Equality, Diversity & Inclusion Policy
Additional Support	<ul style="list-style-type: none"> <li>• Code of Conduct for Tutor/instructors</li> <li>• Code of Conduct for Learners</li> </ul>
External Information	<ul style="list-style-type: none"> <li>• Children First National Guidance (2017) and Addenda: <a href="https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf">https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf</a></li> <li>• Gov.ie Children First page (updated 2025): <a href="https://www.gov.ie/en/department-of-children-disability-and-equality/policy-information/children-first/">https://www.gov.ie/en/department-of-children-disability-and-equality/policy-information/children-first/</a></li> <li>• National Vetting Bureau Acts 2012–2016 (Irish Statute Book): <a href="https://www.irishstatutebook.ie/eli/2012/act/47/enacted/en/html">https://www.irishstatutebook.ie/eli/2012/act/47/enacted/en/html</a></li> <li>• National Vetting Bureau (Revised Act): <a href="https://revisedacts.lawreform.ie/eli/2012/act/47/revised/en/html">https://revisedacts.lawreform.ie/eli/2012/act/47/revised/en/html</a></li> <li>• Data Protection Commission – Legislation: <a href="https://www.dataprotection.ie/en/who-we-are/data-protection-legislation">https://www.dataprotection.ie/en/who-we-are/data-protection-legislation</a></li> <li>• Data Protection Act 2018: <a href="https://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html">https://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html</a></li> <li>• HSA – Safety, Health and Welfare at Work Act 2005: <a href="https://www.hsa.ie/eng/Topics/Managing_Health_and_Safety/Safety,_Health_and_Welfare_at_Work_Act_2005/">https://www.hsa.ie/eng/Topics/Managing_Health_and_Safety/Safety,_Health_and_Welfare_at_Work_Act_2005/</a></li> <li>• QQI Core Statutory QA Guidelines (2016): <a href="https://www.qqi.ie/sites/default/files/2021-11/qg-1-core-statutory-quality-assurance-guidelines.pdf">https://www.qqi.ie/sites/default/files/2021-11/qg-1-core-statutory-quality-assurance-guidelines.pdf</a></li> </ul>

	Document Title	Safeguarding and Garda Vetting Policy for Training		
	Doc. Number	TRA-POL-001	Doc. Owner	Head of Training and Development
	Author	Angela Byrne	Revision	Rev. 05
	Reviewed by	John Kelly	Approved by	John Kelly
	Next Review Date	04/12/2026	Approved Date	04/12/2025

	<ul style="list-style-type: none"> <li>• PHECC Education &amp; Training Standards: <a href="https://www.phecit.ie/PHECC/Education_and_careers/Education_and_Training_Standards/Education_and_Training_Standards.aspx">https://www.phecit.ie/PHECC/Education_and_careers/Education_and_Training_Standards/Education_and_Training_Standards.aspx</a></li> <li>• PHECC Quality Review Framework (overview): <a href="https://cqas.ie/phecc-quality-review-framework-guide/">https://cqas.ie/phecc-quality-review-framework-guide/</a></li> <li>• IOSH Training Provider Policies &amp; Procedures: <a href="https://iosh.com/media/jnwjt1ql/training-provider-policies-and-procedures.pdf">https://iosh.com/media/jnwjt1ql/training-provider-policies-and-procedures.pdf</a></li> <li>• IPAF Instructor requirements: <a href="https://www.ipaf.org/en/faqs/what-required-become-ipaf-instructor">https://www.ipaf.org/en/faqs/what-required-become-ipaf-instructor</a></li> <li>• SOLAS QA Manual (2023): <a href="https://www.solas.ie/f/70398/x/1ba6e8d015/solas-qa-manual-complete-2023.pdf">https://www.solas.ie/f/70398/x/1ba6e8d015/solas-qa-manual-complete-2023.pdf</a></li> <li>• Criminal Justice (Withholding of Information) Act 2012: <a href="https://www.irishstatutebook.ie/eli/2012/act/24/enacted/en/html">https://www.irishstatutebook.ie/eli/2012/act/24/enacted/en/html</a></li> </ul>
--	---

## 9. Policy Review

This policy shall be reviewed when:

- There is a change of General Manager at Shorcontrol Safety.
- There is a change in any of the related policies or procedures found in section 8. ‘*Related Information & Documentation*’ of this document.
- As prescribed in Shorcontrol Safety’s policy and procedure review schedule.
- As determined or requested by the General Manager at Shorcontrol Safety.

Revision Date	Author with Title	Description
17/02/2020	Adam Romans: Quality coordinator & John Kelly; Head of Training & Development	First draft developed and released.
12/05/2023	Angela Byrne; QHSM	Redraft and release of policy.
18/10/2024	Angela Byrne; QHSM	Update to include state bodies and IPS requirements based on recent tender submissions.
04/12/2025	Angela Byrne; QHSM	Update to include different awarding body specific requirements – section 5.4. Section 8 External documents and references updated.