



IRISH SIGN LANGUAGE (ISL) TUITION

The Irish Sign Language (ISL) scheme is made available to provide funding for a weekly tuition service whereby a tutor visits the home of a deaf / hard of hearing pre-school child or school-going pupil to provide training in ISL for the child, their sibling(s), their grandparent(s) and parent(s)/guardian(s).

Funding is made available for tuition on completion of the full application process only, which includes the issuance of a letter to the parent(s)/guardian(s) to confirm that sanction of funding for the nominated tutor has been approved and the hours and time frame for which tuition is sanctioned.

All tutors must comply with the Vetting requirements prior to commencing the delivery of tuition. From the 29th April 2016, the National Vetting Bureau (Children and Vulnerable Persons) Act 2014 came into operation. All persons who wish to undertake certain work or activities relating to children or vulnerable adults or to provide certain services to children or vulnerable adults, cannot commence such work, activity or service unless they have been vetted.

All tutors must complete and return a completed Statutory Declaration (Appendix 1) and the Form of Undertaking (Appendix 2) to the Department.

No arrangements should be entered into with a tutor in anticipation of funding being made available until confirmation of sanction is received from the Department. Payment will not be made in respect of any tuition carried out before approval has been given. Under no circumstances will funding for tuition be back-dated.

Tutors providing tuition in Irish Sign Language (ISL) are paid at the current part-time rate and are subject to tax directives. Travel and/or subsistence allowances are not available.

Payment of the ISL grant is made to the Parent/Guardian where the tutor/teacher is not on this Department's payroll. The applicable rate of funding will be set out on the sanction letter.

To comply with existing legislation, the Personal Public Service Number of the parent(s)/guardian(s) and tutor(s)/teacher(s) must be supplied in order for payment to be considered. The Personal Public Service Number (PPSN) is a unique reference number used in all dealings with Public Service Agencies, including Revenue. If you need details of your PPSN or your child's PPSN please contact the Department of Social Protection (DSP) Client Identity Services, Social Welfare Services, Shannon Lodge, Carrick-on-Shannon, Co. Leitrim. Telephone: Lo Call 1890 927999 Email: cis@welfare.ie

In accordance with legislation, the financial details in respect of this scheme are forwarded annually to the Revenue Commissioners. Accordingly, this Department will advise Revenue of the amounts of the educational grant aid which has been issued to the Parent/Guardian and the name and PPSN of the Parent/Guardian and Tutor.

Completed Application Forms should be returned to:
ISL Tuition - Special Education Section, Department of Education and Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659

The Department will keep and maintain records for the purposes of identifying persons accessing additional supports and planning the provision of special educational and support services.

National Vetting Bureau Requirements:

From the 29th April 2016 no person can commence work with children or vulnerable adults unless they have been vetted.

It is a requirement under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 that individuals who work with children and vulnerable persons be vetted by the National Vetting Bureau.

Parents/legal guardians must request a newly issued vetting disclosure in circumstances where they are engaging the tutor for the first time.

Where the parent/legal guardian has previously engaged the tutor and the tutor has been vetted since 29th April 2016, parents/legal guardians are advised to consider whether a newly issued vetting disclosure is necessary. The factors that the parent/guardian may wish to take into account in determining whether a newly issued vetting disclosure is required may include the following:

- **The period of time since previous vetting was obtained**
- **Whether there are any gaps in the person's employment/career/educational history which have not been satisfactorily accounted for**
- **Whether comprehensive references have been made available in respect of previous employments**

The above is not an exhaustive list of factors that parents/legal guardians may wish to take into consideration.

Parents/legal guardians should be aware that vetting does not provide clearance for tutors to work with children, but simply provides particulars of any criminal record and/or specified information in respect of the tutor concerned or, where there is no criminal record or specified information, states this fact. The final decision in relation to the person's suitability, from a child protection perspective, to work with the child or children is a matter for the parents/legal guardians concerned. In that regard, parents/legal guardians should note that the outcome of Garda vetting is just one factor to consider in making that decision.

Thorough checks of the person's suitability are an essential element of good child protection practice and are the responsibility of the parents/legal guardians. These should include, but are not limited to, seeking and following up of references and ensuring that any unexplained gaps in employment records/curriculum vitae are satisfactorily accounted for. Vetting should not take the place of those checks but must be used as part of same.

Tutors Registered with the Teaching Council:

- 1. Tuition may not commence prior to a tutor being vetted.**
- 2. If a tutor is a recognised teacher, registered with, or has applied to be registered with the Teaching Council, they should apply to the Teaching Council to be vetted. Tutors must be vetted by the Teaching Council of Ireland, since 29th April, 2016, via the Teaching Council's online vetting process prior to the commencement of tuition.**
- 3. Tutors must share the result of their vetting search, known as a vetting disclosure, with the parent/guardian through the Teaching Council's secure online vetting facility, called Digitary.**

Unqualified Tutors Not Recognised by the Teaching Council:

- 1. Tuition may not commence prior to a tutor being vetted.**
2. If the tutor is not a recognised teacher they must apply to be vetted by a relevant organisation. Garda vetting is conducted by the National Vetting Bureau on behalf of registered organisations only and is not conducted for individual persons on a personal basis. The criteria for classification as a relevant organisation is set out at the following link: <https://vetting.garda.ie/RegisteredOrganisation/Relevant>.
3. Applications for vetting may be processed by the following organisation, which will liaise with the National Vetting Bureau (NVB) to process vetting on receipt of the relevant documentation from tutors:
 - **Sharing the Journey, in co-operation with the Dublin City Volunteer Centre:**
Tutors must complete a Garda Vetting Invitation Form which is made available by contacting chair@sharingthejourney.ie
4. The NVB does not provide clearance for persons to work with children. The NVB will issue a Vetting Disclosure to the applicant and the organisation that has processed the application (i.e. Sharing the Journey). In the event that there is a record against an applicant in relation to child abuse, the parent should not engage the person as a tutor.

Parents/Guardians are reminded that the Department of Education and Skills is awarding a grant for Irish Sign Language (ISL). As tuition takes place outside the usual school structure, parents should be mindful of additional risks involved in engaging tutors in a private arrangement.

Parents/Guardians should satisfy themselves that tutors have been vetted and that the vetting process is up to date.

Queries regarding sanction of grant aid can be emailed to special_education@education.gov.ie or by telephone to 09064 84187

Any queries regarding payment claim forms can be emailed to htpayments@education.gov.ie or by telephone to 09064 83827.

APPLICATION FOR FUNDING FOR IRISH SIGN LANGUAGE (ISL) TUITION

Privacy Statement: The Department of Education and Skills, as far as practicable and having regard to the resources available, provides for education and training for people resident in the State at a level appropriate to meet the needs and abilities of those people. The main purpose for which the Department requires the personal data provided by you is to determine eligibility for the Irish Sign Language Tuition Scheme. The personal data provided may be exchanged with NCSE and Revenue Commissioners for the purposes of determining eligibility for the Irish Sign Language Tuition Scheme, in processing payments and for statistical purposes. Full details of the Department's data protection policy setting out how we will use your personal data or that of your child's data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/gdpr/parents-children/ath-2-03-10-9-privacy-notice-approval-and-payment-of-isl-tuition.pdf> Details of this policy are also available in hard copy from the address below upon request.

PART 1 - To be completed by Parent/Guardian

Name of Child: _____

Home Address: _____

_____ Eircode: _____

Date of Birth: _____ Child's PPSN: _____

Is the child currently attending school?

Yes

☐

No

☐

Please list any years in which ISL Tuition was previously provided: _____

Please state the school year in which tuition is now applied for: _____

Name of Parent/Guardian: _____

Address (if different to above): _____

_____ Eircode: _____

Parent/Guardian PPSN: _____

Contact/Mobile Number: _____

E-Mail Address: _____

Contact by Email Only:

Yes

☐

No

☐

Name of School: _____

School Roll Number: _____

Telephone Number: _____

E-mail Address: _____

Name of Student: _____

Signature of School Principal: _____ Date: _____

PART 3 - To be completed by Visiting Teacher for the Deaf / Hard of Hearing

Name of Visiting Teacher: _____

Telephone Number: _____

E-Mail Address: _____

Name of Student: _____

I confirm that this child/student is deaf / hard of hearing: Yes ☐ No ☐

I support the application for ISL tuition for this child/student: Yes ☐ No ☐

Signature of Visiting Teacher: _____

Date: _____

PART 4 – Details of ISL Tutor to undertake tuition

This Section is to be completed by the Visiting Teacher for the Deaf / Hard of Hearing in consultation with the Parents/Guardians and ISL tutor

Name of ISL Tutor: _____

Address: _____

_____ Eircode: _____

PPSN: _____ Date of Birth: _____

Contact/Mobile Number: _____

E-Mail Address: _____

Contact by Email Only:

Yes

☐

No

☐

Details of Qualifications in ISL: _____

Has the tutor applied to deliver ISL tuition to other children? Yes

☐

No

☐

If 'Yes' please indicate the number of children

☐

Signature of ISL Tutor: _____ Date: _____

Signature of Visiting Teacher: _____ Date: _____

Appendix 1

In order to comply with child protection guidelines the following child protection related Statutory Declaration must be provided by all persons being appointed as ISL tutors. A Statutory Declaration is regarded as valid if made in the same or previous calendar year. This form must be witnessed by a Practising Solicitor/Commissioners for Oaths/Notary Public/Peace Commissioner.

Statutory Declaration

This statutory declaration must be completed prior to a person being appointed to deliver ISL home tuition.

“I _____ of, _____

in the county of _____ aged eighteen years and upwards do SOLEMNLY AND SINCERELY DECLARE as follows:-

To the best of my knowledge and belief, there is nothing, from a child protection perspective, in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed in relation to children or vulnerable adults by virtue of my appointment to deliver home tuition.

Within a child protection context:

- I hereby confirm my irrevocable consent to the parents of the child by whom I have been nominated to deliver ISL tuition to the making of such enquiries as they deem necessary in respect of my suitability to deliver ISL tuition.
- I hereby accept and confirm the entitlement of the parent/guardian of the child to whom I am delivering tuition to reject my application or terminate my delivery of the tuition if I have omitted to furnish the parent/guardian of the child to whom I am delivering ISL tuition with any information relevant to my application for the position as an ISL home tuition provider.
- I understand that any false or misleading information submitted by me in relation to my application to deliver ISL tuition for the child in question will render me liable to automatic disqualification or render me liable to automatic termination of my role as an ISL tutor.
- I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938.

Signed: _____ (Tutor) Date: _____

Print Name: _____

Declared before me [name in capitals _____] a [notary public] [commissioner for oaths] [peace commissioner] [practising solicitor] by _____ who is personally known to me, or who is identified to me by _____ who is personally known to me,

Or

*whose identity has been established to me before the taking of this Declaration by the production to me of passport number [_____] issued on [date _____] by the authorities of [issuing state_____, which is an authority recognised by the Irish Government]

Or

National identity card no. [Identity card number_____] issued on [date of issue] by the authorities of [issuing state_____] [which is an EU Member State, the Swiss Confederation or a Contracting Party to the EEA Agreement]

Or

[Aliens Passport no. (Document equivalent to a passport)[Passport number _____] issued on [date _____] by the authorities of [issuing state _____, which is an authority recognised by the Irish Government]

Or

Refugee travel document no. [Document number _____] issued on [date _____] by the Minister for Justice, Equality and Law Reform

Or

Travel document (other than refugee travel document) [document no. _____] issued on [date _____] by the Minister for Justice, Equality and Law Reform

at _____

in the City/ County of _____

on the _____ day of _____ 20_____

*Practising Solicitor / Commissioner for Oaths / Notary Public / Peace Commissioner

* Delete as appropriate

Note: Further information in relation to Commissioners for Oaths and Peace Commissioners is available on www.citizensinformation.ie

Appendix 2

Form of Undertaking

I confirm that, since the date on which I signed the attached statutory declaration, to the best of my knowledge and belief there is nothing, from a child protection perspective, in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in relation to children or vulnerable adults in which I would be placed by virtue of my position as a tuition provider to _____ (name of child).

I also undertake to inform the parent/guardian of the child to whom I am delivering ISL Tuition of any changes to the above stated position that may affect my suitability, from a child protection perspective, for continuing in the role as a tutor for the ISL Tuition Programme.

I acknowledge and understand that any false or misleading confirmation as to my conduct, character or personal background or any failure of mine to inform the parent/guardian of the child to whom I am delivering the ISL Tuition Programme may affect my suitability, from a child protection perspective, will constitute a breach in my role as a tutor for the ISL Tuition Scheme and may be grounds for summary dismissal by the parent/guardian.

Please complete one of the following:

I am currently registered with the Teaching Council of Ireland; my Teaching Council Number is: _____; I am vetted by the National Vetting Bureau, processed through the Teaching Council and I have shared the result of my vetting search, known as a Vetting Disclosure, with the parent/guardian of the above named child through the Teaching Council's secure online vetting facility called Digitary.

Yes ☐ No ☐

I am not a recognised teacher; I am currently vetted by the National Vetting Bureau, processed through a relevant organisation, such as Sharing the Journey, since the 29th April 2016. I have shared the result of my vetting search, known as a Vetting Disclosure, with the parent/guardian of the above named child.

Yes ☐ No ☐

I declare that I have read and understand the contents of this application form. I confirm that it is in order to have my information, as provided in this form, considered by the Department of Education and Skills, or any nominee of the Department as considered appropriate; and shared with the NCSE and Revenue Commissioners, where necessary, to facilitate the processing of payments.

Signature of Tutor: _____ Date: _____

Print Name: _____

Witnessed by: _____ Date: _____
(Parent/Guardian)

Print Name: _____

PART 5 - To be completed by Parent/Guardian

I declare that I have read and understand the contents of this application form. I confirm that it is in order to have my information, and my child's information, as provided in this form, considered by the Department of Education and Skills, or any nominee of the Department as considered appropriate; and shared with the NCSE and Revenue Commissioners, where necessary, to facilitate the allocation of supports to my child, and the processing of payments.

Signature of Parent/Guardian: _____

Date: _____