



Trinity Compliance Checklist for Transition Year (TY) Placements

This checklist is structured around the policies that apply indirectly to TY participants and should be read in conjunction with the document **Trinity Policies that are Relevant to Transition Year Student Placements at Trinity College Dublin**. It is intended for guidance purposes. Queries specific to individual policies should be directed to policy owners.

1. Child Protection and Safeguarding

Requirements	✓
<ul style="list-style-type: none"> Ensure the placement complies with Trinity's Child Protection Policy. 	
<ul style="list-style-type: none"> Confirm all staff engaging with TY students understand their safeguarding responsibilities. 	
<ul style="list-style-type: none"> Ensure the TY student is supervised by Garda vetted adults where appropriate. Seek advice from HR (gardavet@tcd.ie) if it is unclear. 	
<ul style="list-style-type: none"> Provide the TY student with clear information on who to contact if concerned about any behaviour. 	
Documentation	
<ul style="list-style-type: none"> Parent/guardian consent form provided locally by the School/Discipline. 	
<ul style="list-style-type: none"> Secondary School consent letter and indemnity confirmation (Schools such as Medicine explicitly require school insurance indemnity). 	
Contact	
<ul style="list-style-type: none"> University Child Protection Officer, Victoria Butler: butlerv@tcd.ie University Deputy Child Protection Officer, Anne Marie O'Mullane: annemarie.omullane@tcd.ie 	

2. Garda (Police) Vetting for Staff

Requirements	✓
<ul style="list-style-type: none"> Assess whether Garda vetting of staff is required under the Vetting/Foreign Police Certification Policy for Staff (if the placement is an <i>ad-hoc</i> arrangement and not a necessary part of a person's role and not a regular occurrence, then Garda vetting may not be required). If in doubt, the School should contact Trinity's Garda Vetting section in HR (gardavet@tcd.ie) who can advise further based on the information supplied. 	
<ul style="list-style-type: none"> Consider whether a risk assessment is required and whether there needs to be mitigating measures where risks are identified. 	
Documentation	
<ul style="list-style-type: none"> If required, Garda vetting must be completed before placement begins. 	
<ul style="list-style-type: none"> Keep any vetting results secure under Data Protection requirements at the University (see Data Protection Policy and IT and Cyber Security Policy). 	
Contact	
<ul style="list-style-type: none"> Garda vetting in HR gardavet@tcd.ie 	

3. Garda Vetting for Students

Requirements	✓
<ul style="list-style-type: none"> If the placement involves: clinical areas, contact with patients, vulnerable individuals, or restricted research spaces, then assess whether garda vetting is required under the Student Garda Vetting Policy. See also the Student Garda Vetting section on the Academic Registry website and contact ARgardavetting@tcd.ie with any queries. 	
<ul style="list-style-type: none"> The National Vetting Bureau advises: Vetting shall be required of any person who is carrying out work or activity, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable adults. A relevant organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person. A person who contravenes this section shall be guilty of an offence. Section 13(6) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016 provides for vetting of persons under 18 years of age. The Act states that if a person in respect of whom an application for a vetting disclosure is made is under 18 years of age, a declaration of consent (Parent/Guardian Consent Form) is completed on his or her behalf by a parent or guardian of the person. The Act shall not apply to persons who assist on an occasional basis and for no commercial consideration. This would include persons who assist on an occasional basis at a school, sports or community event or activity other than where such assistance includes the coaching, mentoring, counselling, teaching, or training of children or vulnerable persons. 	
<ul style="list-style-type: none"> TY students aged 16–18 should only be vetted where it is first confirmed that they fall within the statutory criteria for vetting. This is placement dependent and requires establishing whether the duties they will undertake as part of the placement constitute relevant work or activities—that is, work in which a person’s necessary and regular functions involve having access to, or contact with, children or vulnerable persons. The specific categories of relevant work are set out in Parts 1 and 2 of Schedule 1 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016. Contact ARgardavetting@tcd.ie with any queries. 	
Documentation	
<ul style="list-style-type: none"> Declaration of consent (Parent/Guardian Consent Form) required on behalf of any student aged 16-18 requiring Garda vetting. 	
<ul style="list-style-type: none"> Keep any vetting results secure under Data Protection requirements at the University. 	
Contact	
<ul style="list-style-type: none"> Student Garda Vetting in Academic Registry: ARgardavetting@tcd.ie 	

4. Health and Safety Compliance

Requirements	✓
<ul style="list-style-type: none"> Ensure compliance with the Occupational Health & Safety Policy, Fire Safety Policy, and Fire Safety Guidance. TY students are considered visitors and must follow Trinity safety rules. 	
<ul style="list-style-type: none"> Conduct a brief, age-appropriate safety induction: <ul style="list-style-type: none"> evacuation routes emergency contacts assembly points protective equipment. 	

<ul style="list-style-type: none"> If using labs, ensure no hazardous tasks are assigned and constant supervision is provided. Any TY students that would be entering a lab environment especially where pathogens or any potential interaction with harmful materials could occur, should be subject to specific risk assessment. 	
<ul style="list-style-type: none"> Ensure TY students are never in lone-working situations, as per the Lone Working Policy. 	
Contact	
<ul style="list-style-type: none"> University Safety Office: safetyoffice@tcd.ie 	

5. Data Protection

Requirements	✓
<ul style="list-style-type: none"> Handle all applicant data (applications, consent forms, references) in accordance with the Data Protection Policy. 	
<ul style="list-style-type: none"> Ensure: <ul style="list-style-type: none"> Data is only used for placement administration. Data is stored securely. Only authorised staff have access. Data is deleted when no longer needed. 	
Documentation	
<ul style="list-style-type: none"> Include a clear privacy statement, which contains a link to the University Privacy Notice (https://www.tcd.ie/privacy/) in TY application forms which outlines how personal data will be used. 	
Contact	
<ul style="list-style-type: none"> Data Protection Office: dataprotection@tcd.ie 	

6. Equality, Dignity and Respect

Requirements	✓
<ul style="list-style-type: none"> All Trinity staff must comply with the Equality Policy, Child Protection Policy and Dignity and Respect Policy: <ul style="list-style-type: none"> This is to ensure a safe, professional, respectful environment for all of the University community, including TY placement students. Ensure the TY student knows how to report any inappropriate behaviour during their placement. 	
Contact	
<ul style="list-style-type: none"> Equality, Diversity and Inclusion: equality@tcd.ie Dignity and Respect: hr@tcd.ie 	

7. Campus Access and Security

Requirements	✓
<ul style="list-style-type: none"> Ensure TY students: <ul style="list-style-type: none"> Are given access only to authorised and appropriate areas, providing swipe cards to access areas restricted to staff/students where appropriate. Are visibly supervised at all times. Are aware they may be on CCTV while on campus. 	
Contact	
<ul style="list-style-type: none"> Estates and Facilities estatesandfacilities@tcd.ie 	

8. Programme-Specific Requirements

Requirements (based on local School/Programme Rules/Procedures – will vary)	✓
<ul style="list-style-type: none"> • Ensure relevant programme-specific application requirements are met: <ul style="list-style-type: none"> ○ Parental consent (some programmes require parents to provide travel/accommodation details for those students who are from outside Dublin) ○ Secondary School consent (either sought or confirmed intrinsically by students accepting a place) ○ Secondary School insurance indemnity ○ Upload of documents via TY application portal or submission of documents via email to main coordinator 	
<ul style="list-style-type: none"> • Confirm programme staff are aware of local rules. 	
Documentation	
<ul style="list-style-type: none"> • Issue a weekly/daily timetable and supervision rota. Timetable provides daily/hourly activities and locations. 	
<ul style="list-style-type: none"> • Ensure age-appropriate materials and tasks. 	

9. Insurance and Liability

Requirements	✓
<ul style="list-style-type: none"> • Obtain written confirmation of the secondary school's insurance coverage, specifically indemnifying the host institution (a requirement explicitly noted in the School of Medicine TY programme). If required, check that travel is covered between Trinity and the location for the programme (e.g. travel from Trinity campus to Botanic Gardens on Luas). 	
<ul style="list-style-type: none"> • Conduct a risk assessment that includes risks associated with any tasks or activities that the TY students would be asked to do, ensuring that TY students are not asked to do anything that they are not qualified or experienced in that would pose a danger to themselves or to others. • Verify where necessary that activities fall within Trinity's insurance parameters for children aged under 18 years (contact insurance@tcd.ie and safety@tcd.ie where necessary). 	
Contact	
<ul style="list-style-type: none"> • Insurance insurance@tcd.ie • Safety Office safety@tcd.ie 	

10. Attendance and Supervision Records

Requirements	✓
<ul style="list-style-type: none"> • Maintain a sign-in/sign-out log. 	
<ul style="list-style-type: none"> • Ensure students are never left unsupervised or permitted to engage in hazardous work. 	
<ul style="list-style-type: none"> • Keep contact information readily available: <ul style="list-style-type: none"> ○ Parent/guardian/carer ○ Secondary School TY Coordinator ○ Emergency contacts ○ Trinity supervising staff 	

11. Post-Placement Requirements

Requirements	✓
<ul style="list-style-type: none">• If collecting feedback ensure GDPR compliance (see Data Protection Policy.)	
<ul style="list-style-type: none">• Ensure that any records are kept in line with the Records Retention Schedule.	
<ul style="list-style-type: none">• Securely dispose of any unnecessary personal data after the retention period defined by the Records Management Policy.	