



## Trinity Policies that are Relevant to Transition Year Student Placements at Trinity College Dublin

Below is a list of Trinity College Dublin policies that should be considered in the context of Transition Year (TY) student placements at Trinity. Although TY students are not explicitly named in any Trinity policy, several existing university-wide policies apply to them in practice. It should be read in conjunction with the **Trinity Compliance Checklist for Transition Year (TY) Placements**. Queries specific to individual policies should be directed to policy owners. Trinity Policies are hosted on the [Policies Hub](#).

**Summary Table – see below for further details.**

Policy Area	Applies to TY Student Placements?	Why
Child Protection	<b>Yes – directly</b>	TY students are under 18 years of age.
Garda Vetting for staff	<b>Sometimes</b>	Any work or activity, a necessary and regular part of which consists mainly of the person having access to, or contact with the TY placement.
Garda Vetting for students	<b>Sometimes</b>	Placement dependent and requires establishing whether the duties TY students will undertake as part of the placement constitute relevant work or activities.
Health and Safety	<b>Yes</b>	TY students must follow campus/lab safety rules.
Data Protection, IT and Cyber Security and Records Management	<b>Yes</b>	TY applications involve the collection and processing of personal data.
Equality, Dignity and Respect	<b>Yes</b>	Compliance by all University staff and visitors with these policies ensures a respectful, safe and welcoming environment appropriate for TY student placements.
Campus Access	<b>Yes</b>	TY students are physically present on campus.
Internships & Placements	<b>Sometimes</b>	Used as a reference framework for Schools for work-experience-style programmes.
Local School Rules and Procedures	<b>Yes (not official policies)</b>	Requirements for specific TY programmes.



## 1. Child Protection

<b>Policy:</b>	<a href="#">Child Protection Policy</a> (includes the <b>Trinity Child Safeguarding Statement</b> )
<b>Why it applies:</b>	TY students are usually aged under 18, so any interaction between them and Trinity staff, researchers, or clinical personnel must comply with Trinity's child safeguarding obligations.
<b>Additional Information:</b>	This covers areas such as: <ul style="list-style-type: none"><li>• Appropriate conduct around children under 18 years of age</li><li>• Reporting procedures</li><li>• Designated Child Protection Officer</li><li>• Vetting requirements for staff interacting with children under 18 years of age (see also Vetting/Foreign Policy Certification Policy for Staff).</li></ul> This is the <b>most directly relevant policy</b> for TY placements.
<b>Contact:</b>	University Child Protection Officer, Victoria Butler: <a href="mailto:butlerv@tcd.ie">butlerv@tcd.ie</a> University Deputy Child Protection Officer, Anne Marie O'Mullane: <a href="mailto:annemarie.omullane@tcd.ie">annemarie.omullane@tcd.ie</a>

## 2. Garda Vetting for Staff

<b>Policy:</b>	<a href="#">Vetting/Foreign Police Certification Policy for Staff</a>
<b>Why it applies:</b>	Some TY placements may require Garda Vetting for staff, researchers.
<b>Additional Information:</b>	Any work or activity which is 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 adults requires the person to be Garda vetted. However, if it is an <i>ad hoc</i> arrangement, Garda vetting may not be required. Advice should be sought from the Garda vetting section in HR, see below.
<b>Contact:</b>	Garda vetting section in HR: <a href="mailto:gardavet@tcd.ie">gardavet@tcd.ie</a>

## 3. Student Garda Vetting

<b>Policy:</b>	<a href="#">Student Garda Vetting Policy</a>
<b>Why it applies:</b>	While written for Trinity students, its procedures may be applied to <b>non-Trinity students</b> participating in university-run programmes where vetting is legally required.



<b>Additional Information:</b>	<p>Some TY placements—especially those in Medicine, clinical settings, or other areas involving children or vulnerable adults — require Garda Vetting for anyone participating, regardless of whether they are Trinity students.</p> <p>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 <a href="#">National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016</a>.</p> <p>Individuals under 16 years of age cannot be Garda vetted. If aged 16-18 years, the consent of the parent/guardian must be obtained.</p>
<b>Contact:</b>	<p>Student Garda vetting in Academic Registry: <a href="mailto:ARGardavetting@tcd.ie">ARGardavetting@tcd.ie</a></p>

#### 4. Health and Safety

<b>Policies:</b>	<p><a href="#">Occupational Health and Safety Policy</a> <a href="#">Fire Safety Policy</a> <a href="#">Fire Safety Guidance</a> <a href="#">Lone Working Policy</a> (relevant where TY students must not work unsupervised)</p>
<b>Why they apply:</b>	<ul style="list-style-type: none"> <li>• TY students must be supervised and follow lab/clinical safety rules.</li> <li>• They cannot be placed in hazardous environments without controls.</li> <li>• 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.</li> <li>• Emergency and evacuation procedures apply to all people on campus.</li> </ul>
<b>Additional Information:</b>	<p>TY students participating in labs, clinical areas, or facilities must comply with Trinity’s general safety rules, even though they are not Trinity students.</p>
<b>Contact:</b>	<p>University Safety Office: <a href="mailto:safetyoffice@tcd.ie">safetyoffice@tcd.ie</a></p>



## 5. Data Protection and Records Management

<b>Policies:</b>	<a href="#">Data Protection Policy</a> <a href="#">IT and Cyber Security Policy</a> <a href="#">Records Management Policy</a> <a href="#">Records Retention Schedule</a>
<b>Why they apply:</b>	TY applicants provide personal information (e.g., applications, consent forms, secondary school references). Trinity must handle this data under GDPR and records management.
<b>Additional Information:</b>	Coverage includes: <ul style="list-style-type: none"> <li>• Handling personal data collected in TY application processes</li> <li>• Secure storage and deletion</li> <li>• Restrictions on sharing student information</li> <li>• Records should be kept in line with the Records Retention Schedule</li> <li>• Securely dispose of any unnecessary personal data after the retention period.</li> </ul>
<b>Contact:</b>	Data Protection Office: <a href="mailto:dataprotection@tcd.ie">dataprotection@tcd.ie</a>

## 6. Equality, Dignity and Respect

<b>Policies:</b>	<a href="#">Equality Policy</a> <a href="#">Dignity and Respect Policy</a>
<b>Why they apply:</b>	All University staff and visitors must comply with these policies to ensure a respectful, safe and welcoming environment appropriate for TY student placements.
<b>Contact:</b>	Equality, Diversity and Inclusion: <a href="mailto:equality@tcd.ie">equality@tcd.ie</a> Dignity and Respect: <a href="mailto:hr@tcd.ie">hr@tcd.ie</a>

## 7. Campus Access

<b>Policy:</b>	<a href="#">CCTV Policy</a> (covers monitoring on campus)
<b>Why it applies:</b>	TY students are physically present on campus, often moving between facilities.
<b>Additional Information:</b>	This governs how TY students may be recorded.
<b>Contact:</b>	<a href="mailto:estatesandfacilities@tcd.ie">estatesandfacilities@tcd.ie</a>

## 8. Internships and Placements

<b>Policy:</b>	<a href="#">Internships and Placements Policy</a> (limited relevance)
----------------	---



<b>Why it may apply:</b>	Although written for University-level students, some Schools may apply parts of the <a href="#">Internships and Placements Policy</a> to structure TY placements.
<b>Additional Information:</b>	This offers frameworks for: <ul style="list-style-type: none"><li>• Host responsibilities</li><li>• Supervision</li><li>• Health &amp; Safety when students are placed off-campus.</li></ul> This is <b>not</b> written for TY, but elements may offer guidance for School practice.
<b>Contact:</b>	<a href="mailto:careers@tcd.ie">careers@tcd.ie</a>

### 9. Local School Rules and Procedures (not official policies)

Several Schools outline specific requirements for their TY programmes (e.g., Botany, Education, Computer Science, Medicine, Nursing and Midwifery, Pharmacy, Physics, STEM, Zoology):

**Requirements include:** parental consent, secondary school indemnity insurance, sign-in/sign-out procedures, and supervision rules.

These are not formal policies but are administered under TY programme requirements. See <https://www.tcd.ie/study/other-courses/ty-programmes/>.