


Version: 2

Date ratified by DDLETB Senior Management Team: 11/03/2024

Date noted by DDLETB Board of Management: 25/03/2024

Signed:  (CEO)

Uploaded to DDLETB Intranet

English and Irish versions uploaded to DDLETB Website: Yes: **No:**

Date for review: 25/03/2025

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DDLETB Seal Policy

1. Aim of this Policy

The Aim of this Policy is to ensure the proper use and safeguarding of the Seal.

2. Definition

The Seal may be required to authenticate documents such as Contracts and Certificates.

Schedule 3 of the Education and Training Boards Act 2013 refers to the Seal of an Education and Training Board as follows:-

S1.(1) An education and training board shall be a body corporate with perpetual succession and an official seal and shall have power to sue, and may be sued, in its corporate name, and shall, subject to *section 53* and any regulations made under that section, with the consent of the Minister, have power to acquire, hold and dispose of land or an interest in land, and shall have power to acquire, hold and dispose of any other property.

S1.(2) The seal of an education and training board shall be authenticated by—

- (a) the signature of the chairperson and the signature of a member of staff of the board authorised in writing for that purpose by the board, or
- (b) the signature of the chief executive and the signature of a member of staff of the board authorised in writing for that purpose by the board.

S1.(3) Judicial notice shall be taken of the seal of the board and any document purporting to be an instrument made by, and sealed with the seal of, the board shall, unless the contrary is shown, be received in evidence and taken to be such an instrument without further proof.

3. Applicability

This Policy applies to staff of DDLETB (hereby known as the Requester) who require the use of the Seal in the execution of their official duties.

The Chief Executive Officer or Delegated Officer uses the Seal upon approval of supporting documentation.

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4. Procedure & Responsibilities

The Seal is to be stored in a secure location, at all times, in the Corporate Services offices.

The Requester is to bring document(s) requiring the mark of the ETB Seal to the Chief Executive Officer or Delegated Officer for review and approval.

It is the responsibility of the Requester to ensure that document(s) requiring the Seal has/have been appropriately administered and approved prior to sealing.

The Seal is to be accompanied by a log, which is to be maintained each time the Seal is used. The log is to include the following details:- the date of Seal use, the name and nature of the document(s) requiring sealing and initials of the Requester.

The log is subject to Compliance Checks.

Internal and External Auditors, as part of their Auditing processes, may also request to view the ETB Seal Log.

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