



POLICE VETTING of NON-TEACHING STAFF

Rationale:

National Administration Guideline 5 requires that Boards of Trustees take all reasonable steps to protect students from harm and to meet the requirements of the Vulnerable Children Act (2014) and the Education Standards Act (2001). The State Sector Act 1988 S77A also requires that all employees of schools maintain proper standards of integrity and conduct. Police vetting is performed using an online process that requires the school to maintain a service contract with the New Zealand police.

Purpose:

- 1 To ensure at all times staff and students are safe from exploitation or abuse.
- 2 To set clear guidelines for managing the vetting process so that:
 - Relevant offences are identified.
 - How the rights of the applicant will be preserved.

Guidelines:

- 1.1 The procedures outlined under this policy for Police Vetting and Board screening will apply to the following non-teaching employees of the school:
 - All non-teaching staff.
 - All casual or temporary employees.
 - Contractors, and employees of contractors, must be police vetted if they are likely to have unsupervised access to students at the school during normal school hours.
 - Community members who are employed to provide homestay facilities for fee paying students.
 - Volunteers who have unsupervised access to students, eg camp helpers, sports coaches, parent helpers. If it is not possible to obtain a police vet in the required timeframe, provision must be made to ensure the person does not have unsupervised access to students. The Principal's PA holds a database of vetted volunteers.
- 1.2 The Police vet must be obtained before the person has, or is likely to have, unsupervised access to students at the school or hostel, and in the case of homestay providers, at the provider's home or any other environment.
- 1.3 Further Police vets must be obtained on or about the third anniversary of the previous Police vet if the person still works at the school.
- 2.1 The Principal will ensure that Police vetting is initiated.
- 2.2 All procedures must comply with New Zealand Police vetting service requirements and the Criminal Records (Clean Slate) Act 2004.
- 2.3 When establishing the criteria for evaluating criminal history the Principal will consider:
 - How long ago the conduct occurred.
 - The age of the individual at the time.

- The context in which the conduct occurred.
- The probability of recidivism.
- The commitment to rehabilitate or behavioural change.

2.4.1 All applicants will be treated fairly and will have their privacy protected. The following will be observed:

- Information from Police vets will only be used for the purpose specified.
- Applicants will be informed if there is a positive “result” and will be given the opportunity to challenge any inaccuracies.
- In the event of an investigation vetting records will be destroyed on completion.
- A record will be kept of the Police vet consent and response forms on the employee’s personnel file

2.5 Employment of non-teaching staff is subject to satisfactory Police vetting.

Signed:

Date Signed

Date of Ratification: December 2017

Next Review Date: 2020