



Te Pākihi o Maru

Together growing hearts and minds

VETTING OF NON-TEACHERS AND CONTRACTORS PROCEDURE

Outcome

To establish guidelines for:

- The screening of applicants and volunteers for positions that require one on one contact with ākonga or who are staying on overnight trips.
- The procedures to be followed once a police vet has been received.

Note:

- *The Teachers' Council vets teachers every three years when they seek renewal of their teaching registration. The cost is contained in the registration fee.*
- *Limited Authority to Teach (LAT) employees are treated the same as teachers. The cost is contained in the registration fee.*
- *Support staff must be police vetted by the school before they can be appointed. They must then be police vetted every three years.*
- *Every contractor and their employees who work at the school during school hours for more than a week is expected to be police vetted.*
- *The school will ensure that strict confidentiality is observed. The only staff member who will read the police vet is the Tumuaki who is the school's Privacy Officer.*
- *The Tumuaki will ensure that the person of the police vet receives a copy of his/her police vetting and asks the person to validate the information in the vet if there is anything incorrect or adverse. The person must be given a reasonable opportunity to validate the information before the Tumuaki can take any adverse action.*

Procedures

Preparing to Conduct a Police Vet

All application forms for a non-teaching position must:

- Make reference to the fact that the appointment will be subject to a satisfactory police vet and have appropriate questions on matters relating to previous convictions.
- Make clear individuals will be disqualified from holding positions that require substantial contact with children if their criminal records include any of the following:
 - Past history of sexual abuse of children;
 - Conviction for any crime in which children were involved;
 - History of any violence or sexually exploitative behaviour.

Support Staff

- Information on support staff positions that is sent to candidates will include information about the requirements of police vetting. Candidates will have to acknowledge that they received and understood these requirements.
- When the decision has been made to employ a person they will be asked to complete a Police Vetting form.
- The school will request the Police vet and the response from NZ Police will be sent to the Tumuaki only.
- If the vetting is 'clear' the Tumuaki will complete the appointments procedure.
- If the vetting indicates anything of concern the Tumuaki will give a copy of the vetting response to the candidate who will be asked to validate the information. That is, provide proof that the information is

wrong. The person will be given 2 weeks to do this. The applicant should be in regular contact with the Tumuaki to indicate progress is being made.

- If the applicant cannot disprove the police vetting, the Tumuaki will inform the candidate that their appointment can not be made.

Contractors

- Contractors will be informed that they and **any employee who will be working at the school during school hours for more than a week** will be required to be police vetted and that the **cost shall be borne by the contractor**.
- The contractor and employees shall complete a Police Vetting form. Contractors who refuse to complete this shall either not be used on school business during school hours or not be used at all at the Tumuaki's discretion.
- The school will request the Police vet and the response from NZ Police will be sent to the Tumuaki only.
- If the vetting is 'clear' the Tumuaki will advise the contractor accordingly and that person will inform his/her employees.
- If the vetting indicates anything of concern the Tumuaki will give a copy of the police vet to the contractor as the employer and ask them to validate the information.
- If the contractor cannot disprove the police vetting, the Tumuaki will not allow the contractor employee to work at the school.

Volunteers

- Volunteers who regularly work with ākonga in an unsupervised position will be vetted.
- Volunteers who will stay overnight on school camps or trips will be vetted.
- The volunteer will complete the vetting form and the Tumuaki will request the Police vet. The response from NZ Police will be sent to the Tumuaki only.
- If the vetting is 'clear' the Tumuaki will inform the volunteer.
- If the vetting indicates anything of concern the Tumuaki will give a copy of the vetting response to the volunteer who will be asked to validate the information. That is, provide proof that the information is wrong. The person will be given 2 weeks to do this. The applicant should be in regular contact with the Tumuaki to indicate progress is being made.
- If the volunteer cannot disprove the police vetting, the Tumuaki will inform them that he/she cannot volunteer at the school.

Police Vetting Register

The school will operate a register saved in the Tumuaki's file of all requests made for police vetting. The headings will include:

- Person's name/DOB
- Outcome of Police vet
- Date the vetting expires
- Comment (if not 'clear')

Receiving a Police Vet

- The Tumuaki must observe strict confidentiality and share the information with only the Presiding Member if necessary.