



# PAPAKAIO SCHOOL



## 306 Police Vetting and Safety Checking Procedure

### **PURPOSE**

In its role as a good employer, the Board of Trustees is required to ensure that a safe environment is provided by meeting the requirements of the Vulnerable Children Act (2014), the Education Standards Act (2001) and police vetting and safety checking through the following procedures.

### **PROCEDURES – POLICE VETTING**

#### **POLICE VETTING IS REQUIRED FOR:**

Non-teaching staff

Volunteers who have unsupervised access to students e.g. Camp helpers, sports coaches, parent helpers

If it is not possible to obtain a Police Vet in the required time frame, provision must be made to ensure the person does not have unsupervised access to students

Contractors and their employees who regularly work in the school during the day

*NB: The vetting of teaching staff is the responsibility of the Teacher's Council.*

#### **POLICE VETTING IS NOT REQUIRED FOR**

Volunteers who do not have opportunity for unsupervised access to students

Parents who volunteer to transport students on day trips

Contractors who do not regularly work in the school or do not work during the school day

#### **THE PRINCIPAL ENSURES THE SECRETARY COMPLETES THE FOLLOWING TASKS**

Organises the signing of forms

Receives the completed vet

Keeps records of completed Police Vets

Ensures police vet forms are disposed of safely.

Views checks on contractors working on site.

Ensures that support staff are police vetted by the school before they are appointed.

Ensures Support Staff are police vetted every three years.

Ensures that strict confidentiality is observed (s78 CB (3)). The only staff members who will read the police vet are the Principal and the secretary.

#### **THE PRINCIPAL COMPLETES THE FOLLOWING TASKS**

Evaluates the vet

If there is anything incorrect or adverse, ensures that the subject of the police vet receives a copy of his/her police vetting and asks the subject to validate the information in the vet. The subject is given a reasonable opportunity to validate the information before the Principal can take adverse action.

#### **EDUCATION COUNCIL – CORE WORKERS**

Vets teachers every three years when they seek renewal of their teaching registration.

Issues Limited Authority to Teacher (LAT) employees are treated the same as teachers.

Relievers are police vetted as part of their application to renew their teacher registration. – additional safety checks must be carried out. (see procedure below)

### **SUPPORT STAFF – CORE WORKERS**

Information on support staff positions that is sent to candidates will include information about the requirements of Police Vetting. A Police Vet form will be included in Welcome Packs for Support Staff appointments.

When the provisional decision has been made to employ a person they will be asked to complete the details found on the Police Vetting form.

The support staff member will be requested to provide their driver's licence or passport in order to confirm their identity and complete Police Vetting process.

The school will complete all details and will then submit the form.

If the vetting is satisfactory the Principal will complete the appointments procedure.

If the vetting indicates an issue of concern, the Principal will give a copy of the police vet to the applicant who will be asked to validate the information (within a 2 week period).

If the applicant cannot satisfactorily disprove the police vet, the principal will inform the candidate that he/she cannot be appointed.

### **CONTRACTORS – NON CORE WORKERS**

Contractors will be informed that they, and any employee who will be working at the school during school hours and have unsupervised access to children, will be required to be police vetted and that the cost shall be borne by the Contractor.

The Contractor will be responsible for ensuring that all employees comply with this requirement.

Contractors and or their employees who refuse to complete this vetting process will not be given access to the school site during school hours or will not be used at all, at the Principal's discretion.

In the case of individual contractors employed directly by the school on a regular basis the principal will follow the support staff vetting procedures.

### **VOLUNTEERS – NON CORE WORKERS**

Volunteers will be vetted if they are in a situation that requires them to be left alone with children for more than thirty minutes – a period of "vulnerability" or a "window of opportunity". Volunteers will be vetted by the school.

Parents who are staying overnight on school trips or camps will also be police vetted by the school. Police vets must be initiated one month before the trip or camp.

From time to time, parents will be informed of Police Vetting requirements so that they understand both the rationale and procedures to be followed.

The parent will be requested to provide their driver's licence or passport in order to confirm their identity and complete Police Vetting process.

If the vetting is satisfactory the Principal will inform the teacher organising the trip/camp and the parent.

If the vetting is not satisfactory the Principal will inform the parent and discuss that person's options: either to provide proof that the information is wrong or to withdraw from the trip or camp. At this stage the teacher in charge of the trip or camp will not be informed. If the parent opts to prove the information is wrong then 2 weeks will be allowed for this.

If the parent satisfies the Principal that the information is incorrect, and the original vetting report is amended, the parent will be informed that they can continue with the trip/camp.. If the parent cannot disprove the original vetting report then teacher in charge of trip or camp will then be informed.

### **EVALUATION OF A NEGATIVE POLICE VET**

If the vet reveals criminal offences or concerns that need to be given consideration, the following factors are to be considered:

How serious was the offence?

How long ago was the offending?

Has a sentence been served, or is there Periodic Detention/Community Service still being served?

Was it a one-off offence, or is there a pattern of offending?

What is the employee's/contractor's role in the school, and how does the type of offence relate to it?

The concerns raised by a 'Red Stamp' (A Red Stamp indicates police have concerns about the person working with children).

### **RELEVANT OFFENCES**

Individuals will be disqualified from holding positions that require direct 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

Other Factors that need to be considered by the Principal/Board when evaluating criminal history records are:

The circumstances surrounding the conduct in question.

The age of an individual at the time of the offence.

Societal conditions that may have contributed to the nature of the conduct.

The probability that an individual will continue the type of behaviour in question.

The individual's commitment to rehabilitation and to changing the behaviour in question.

### **REQUIREMENTS FOR SAFETY CHECKS**

If a police vet is required an additional safety check will be carried out.

A current New Zealand Drivers licence and/or current passport will be used to formally identify the person.

Two referees will be contacted and the attached form sent to them.

Relievers who wish to work within the school must have current teacher registration and be listed on the North Otago Principals web site to show they have been safety checked.

### **RIGHTS/PRIVACY**

Applicants have the right to be treated fairly and to have their privacy respected. The information contained in a police vet is confidential, and privacy must be safeguarded at all times.

### **POLICE VETTING REGISTER**

The school will operate a Register of all requests made for a police vet. The headings will include:

Subjects name / D.O.B.

Category (support staff, contractor, contractor's employee, volunteer).

Date posted to Police

Date the result is received

Outcome ("pass" or "fail")

Date the vetting expires

Comment (for result of appeal etc).

Signed \_\_\_\_\_ June 2016  
Board of Trustees Chairperson

**Reviewed July 2016**