

Wakari School Board of Trustees
POLICE VETTING POLICY

Revised: March 2016



PURPOSE

To ensure that reasonable measures are taken to protect students and staff from harm and that all employees maintain proper standards of integrity and conduct.

GUIDELINES

1. When appointing a permanent employee a satisfactory police vet must be obtained before an appointment is confirmed.
2. When a person has been employed on a casual or temporary basis at the school they must be vetted within two weeks of their first day of employment.
3. Strict procedures need to be in place to protect the privacy of those being vetted to avoid inappropriate information being released.
4. Need to consider
 - which offences are relevant? (Red Stamp / Theft / Fraud)
 - what offences could potentially disqualify an applicant? (Red Stamp)
 - factors to be considered (type and timing of offending)
 - rights of the applicant
5. When Parents and/or Caregivers offer support at activities that involve an overnight stay they will require a police vet.

PROCEDURES

1. Before appointing a person who is not a registered teacher or holder of a LAT, the Board must obtain a police vet of the person from the NZ Police Licensing and Vetting Service Centre. This means all non teaching support staff (including contractors and their employees) who have unsupervised access to children during normal work hours must be vetted before they can be employed.
2. Where a vet is not obtained before the person starts employment then the person must be told in writing that their appointment is subject to a satisfactory vet.
3. If a vet receives a police red stamp indicating that adverse information is held about that person, then the Board must not act until the person has had an opportunity to validate the information.
4. All information shall be confidential.
5. Vetting is compulsory, but the police require the consent form to be signed. Information and forms shall be given with the application form.
6. Only applicants who are appointed need to be vetted.

7. The Principal, as the manager of the school, shall be the person who has access to the information.
8. Letters marked confidential shall only be opened by the person to whom the letter is addressed.
9. A record of the vet having taken place, including the date received, must be kept in the Police Vetting Register.
10. If the vet does not reveal any criminal offence or concerns by the police, the vet is handed to the employee or contractor or destroyed at their request
11. If the vet reveals criminal offences or concerns by the police then consideration needs to be given as to whether the information should affect employment at or access to the school.
12. Contact should be made to the NZSTA industrial advisor before any action is taken to follow correct procedure.

EFFECTIVENESS REVIEW

1. This policy will be reviewed by the Board in accordance with its triennial programme of self-review.
2. The Board will make its review report available to parents and staff.

Signed



Board Chairperson

21/11/2016
Date