



## St Michael's Church School

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### POLICE VETTING PROCEDURES

#### References:

- School Policy “Police Vetting”.
- Education Standards Act 2001. Section 78c: a-b.
- Ministry of Education website – Education Circular ref. 2010/09 dated 21 May 2010.

#### Teaching staff:

- Through their Registration all teachers will have been police vetted prior to their employment.

#### Support staff:

- Information on support staff positions (including non-teaching staff) sent to candidates will include information about the requirements of Police Vetting. Candidates will have to acknowledge that they received and understood this requirement.
- When the decision has been made to employ a person they will be asked to complete the details found on the Police Vetting form.
- The school will complete all details and will then post the form and enclosed cheque to the NZ Police Licensing and Vetting Service.
- ONLY the “requester” - the Principal - will open the returned information.
- If the vetting is “clear” the Principal will complete the appointments procedure.
- If the vetting indicates something amiss the Principal will give a copy of the police vet to the applicant who will be given up to two weeks to explain or refute the information. The applicant should be in regular contact with the Principal to indicate progress being made.
- If the applicant cannot disprove the police vet, the Principal will inform the candidate that their application has been set aside.

#### Contractors:

- All contractors and their employees who have not supplied the Principal with a current police vet certificate shall be supervised at all times during school opening hours.
- Contractors, including cleaning staff, will be informed that they, and any employee who will be working at the school during school hours, will be required to be police vetted and that the cost shall be borne by the contractor.
- The contractor and employees shall complete the details on the form. Contractors who refuse to complete this shall either not be used on school business during school hours or not used at all at the Principal’s discretion. Employees who refuse will not be used at the school and the contractor will ensure this is followed.
- The school shall complete their part of the form and send the form to the NZ Police Licensing and Vetting Service with the contractor's cheque.
- ONLY the requester - the Principal - will open the returned information.
- If the vetting is “clear” the Principal will advise the contractor accordingly and that person will inform his/her employees.
- If the vetting is adverse the Principal will give a copy of the police vet to the person who has “failed” the vet (not necessarily to the contractor as the employer) and ask them to explain or refute the information. The person will be given up to two weeks to do this. The person should be in regular contact with the Principal to indicate progress being made.
- If that person cannot disprove the police vet, the Principal will then inform that person, and his employer, that she/he cannot work at the school. No details need be given to the employer.

## **Volunteers:**

- Volunteers will be vetted at the school's expense. They will be vetted if they are in a situation that requires them to be left alone with children.
- Volunteers who are staying overnight on school trips or camps will also be police vetted at school expense. The implication of this is that police vets must be initiated about three months before the trip or camp. The cost of police vets will be included in the trip/camp budget rather than the School's operations grant.
- Very clear, simple information sheets will be sent to all parents so they understand the need and process of police vetting. These sheets will detail what would be deemed unacceptable offences so those parents who erred in youth with minor offences will not be unnecessarily alarmed.
- The Volunteer and school will complete the form and send it to the NZ Police Licensing and Vetting Service with the school cheque.
- ONLY the requester - the Principal - will open the returned information.
- If the vetting is 'clear' the Principal will inform the teacher organising the trip/camp and the parent.
- If the vetting indicates something is amiss the Principal will inform the Volunteer 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 Volunteer opts to prove the information is wrong the person may have up to two weeks to do this. It is important to know how much time there is between getting the report of the police vet and the actual date of the trip or camp.
- If the Volunteer proves that the information is wrong and the original vetting report is amended the Volunteer will be informed that they can continue with the trip/camp. The teacher in charge of the camp will then be informed of the outcome. If the parent cannot disprove the original vetting report then the teacher in charge of trip or camp will be informed.

## **Police Vetting Register**

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

Subject's name.

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

Date posted to NZ Police Licensing and Vetting Service.

Date the result is received.

Outcome ("pass" or "fail")

Date the vetting expires.

Comment [for result of appeal etc]. District Register.