

Port Ahuriri School Police Vetting Procedures

Purpose:

To ensure that the safety and welfare of the children is paramount by providing guidelines for the police vetting of adults that may have unsupervised contact with children whilst attending Port Ahuriri School.

Procedures

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, when the carrying out of such work may require them to be left unaccompanied with students, are expected to be police vetted every three years.

It is school procedure for volunteers who are not parents/caregivers of a student at the school to be vetted if they are in a situation that requires them to be unaccompanied with students.

In respect of volunteers who are parents/caregivers of a student at the school, there is no mandatory requirement for police vetting. The Principal retains a discretion to request a police vet should they believe it is in the best interests of the school to acquire one.

The school will ensure that strict confidentiality is observed (s78 CB[3]). the only staff member who will read the police vet is the Principal (the "requestor").

The Principal will ensure that the subject of the police vet receives a copy of their police vet and will ask the subject to validate the information in the vet if there is anything incorrect or adverse. The subject must be given a reasonable opportunity to validate the information before the Principal can take adverse action.

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 the details found on the Police Vet form.
- The school will complete details as required and electronically request the police vet
- Only the "requestor" – 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 vetting to the applicant who will be asked to validate the information. That is, provide proof that information is incorrect. The person will be given a reasonable period of time to do this. Two weeks is considered a reasonable time. The applicant should be in regular contact with the Principal to indicate progress is being made.
- If the applicant cannot disprove the police vetting, the Principal will inform the Board Chair, and a decision made in regards to employment.

Contractors

- Contractors will be informed that they and any employee who will be working at the school during school hours in circumstances that will require them to be in the presence of students for periods greater than thirty minutes will be required to be police vetted.
- Contractors who refuse to comply with this shall either not be used on school business during school hours or not be used at all.

Volunteers.

- Volunteers who are not parents/caregivers of a student at the school will be vetted, at the school's expense, if they are in a situation that requires them to be unaccompanied with students.
- Parents/Caregivers who are staying overnight on school trips or camps may be police vetted at the school's expense. The decision to acquire a police vet of a parent/caregiver will be at the sole discretion of the Principal.
- In the event of the Principal requiring a police vet of a parent/caregiver, clear information will be provided so they understand the need and process of police vetting. The information will detail what would be deemed unacceptable offences so those parents/caregivers who erred in youth with minor offences will not be unnecessarily alarmed.
- Only the requestor – the Principal – will open the returned information.
- If the vetting is "clear" the Principal will inform the teacher organising the activity and the parent/caregiver.
- If the vetting indicates something is amiss the Principal will inform the parent/caregiver and discuss that person's options: either to provide proof that the information is wrong or to withdraw from the activity. If the parent/caregiver opts to prove the information is wrong, the parent/caregiver must have a reasonable time to do this, say two weeks. It is important to know how much time there is between getting the report of the police vetting and the actual date of the activity.
- If the parent/caregiver proves that the information is wrong and the original vetting report is amended, the parent/caregiver will be informed.

Police Vetting Register

The school will operate a Register of all requests made for a police vetting. The headings will include –

- Subjects name/DOB
- Category (support staff, contractor, contractor's employee, volunteer)
- Date posted to Police
- Date the result is received
- Date the vetting expires

Adopted: 23.03.2015