

Glendowie School Policy

POLICE VETTING POLICY



RATIONALE

Glendowie School Board of Trustees is responsible for taking reasonable measures to protect students from harm (NAG 5) and to ensure that all employees maintain proper standards of integrity and conduct (State Services Act s77A). The Board of Trustees also has responsibilities under the Vulnerable Children Act 2014.

GUIDELINES

This policy establishes:

- The requirement to complete a safety check and obtain and deal with information gained through police vetting for all children's workers.
- What offences might be considered relevant in a police vet as reason to reject an applicant;
- The process to ensure the security of all relevant documentation.
- Identifying the people who will need to be police vetted

1. **Police vets are to be satisfactory (see criteria), current, and renewed every 3 years**

A police vet will be obtained for every children's worker who is, or is proposed to be, employed or engaged by or on behalf of the Board of Trustees.

2. **Teachers**

All teachers will be police vetted as part of teacher registration. It is a condition of employment that they retain current teacher registration

3. **Teacher aides and other support staff delivering education services.**

All staff employed or engaged in our school whose work involves regular contact with children must have a satisfactory police vet

4. **Volunteers**

It is recognized that there is no requirement to vet volunteers. However the Principal has the discretion to vet volunteers who are likely to have or could possibly have unsupervised access to students. All volunteers who will be in regular contact (at least once a week) or overnight contact with children at camp will be required to have a satisfactory police vet .

5. **Homestay Families**

All adults over 18 years of age who are living at the homestay address will be police vetted every 3 years, in accordance with our International Policies.

6. **Contractors and their employees**

Contractors and their employees who regularly work (at least one day a week or 4 days a month) at school when the school is open for instruction are required to have a satisfactory police vet and maintain appropriate standards of behaviour consistent with the school policies. It is the contractor's responsibility to ensure that their staff are vetted by the police using the Glendowie School Employee Screening Criteria as a guideline. Under clause 11 of Schedule 4 of the Education and Training Act 2020 (external link) the Police vet must be obtained before the person has, or is likely to have, unsupervised access to students at the school during normal school hours

Police vetting of contractors and their employees who work at schools and which include every school-managed or Ministry-managed construction project need to be police vetted, if there is a

50% chance of unsupervised access to one or more students. The property manager on behalf of the Board will develop a School Access Plan (SAP) in conjunction with construction project contractors before any Police vets are sought. The SAP will explain how worker access to the school will be managed and therefore which workers (if any) need a Police vet. This will set out how contractor access to the school will be managed in order to avoid or minimise the likelihood of them having unsupervised access to students at the school during normal school hours

Preparation for preparing to conduct a police vet

1. If an applicant is interviewed for a position they will be asked whether a police vetting check will be likely to affect their suitability for the position.
2. As a police vet is part of screening processes, the Board will establish screening criteria under the following:
 - a. Which offences are relevant to the position applied for
 - b. What offences will disqualify an applicant
 - c. What other factors will be considered
 - d. How the rights of the applicant will be preserved
3. Individuals will be disqualified from holding positions that require substantial contact with children if their criminal records contain any of the following:
 - a. Past history of sexual abuse of children.
 - b. Conviction for any crime in which children were involved.
 - c. History of any violence or sexually exploitative behaviour.
4. If an applicant were arrested for sexual abuse and awaiting trial then the applicant would not be considered for appointment until the final disposition of the charge.
5. For other positions the criteria may relate to matters pertaining to the type of work, eg if involved in financial matters relating to the school then previous convictions relating to fraud would be relevant. (A list of further criteria is on our procedural document).
6. For all new non-teaching positions and contracts, it is recognised the “clean slate scheme” may apply. However, as these prospective employees will be vetted, the Board can be assured that past convictions, which refer to suitability to be around children will be revealed.
7. When an offer of appointment is made to a non-teaching position, before the police vet is completed, then a statement will be made that the offer is conditional upon a satisfactory police vet. (The BOT recognises this could take up to 20 days for a police vet to be completed)

Applicants rights

1. Applicants have the right to be treated fairly and to have their privacy respected. Boards are responsible for protecting these rights
2. If the applicant is advised that the police vet has given cause for concern then the applicant is given the opportunity to validate the police vet (within 7 days) and the applicant has the opportunity to challenge the accuracy of the records within a reasonable period of time through the police
3. Any disputes should be resolved with the police. Until the BOT receives a correction from the police, it should assume that the information it received is correct.
4. Our privacy policy governs who has access to the information and how it is stored Refer also to NZSTA 1995 publication “Guidelines to Boards of Trustees: Privacy Act 1993”.

Procedures and policies also relating to police vetting.

The procedure document Glendowie School Employee Screening Procedure is a key document. Other school policies and procedures are also referenced to safety checking are;

1. Recruitment and selection of staff
2. Employee information
3. Privacy and Official Information
4. Code of conduct/behaviour/ code of professional responsibility
5. Police vetting around International Students homestay, agents, and designated caregivers
6. Child Protection Policy

See attached:

- Criminal Records (Clean Slate) Act 2004
- Police Vetting – Busting the Myths – STA.
- Vulnerable Children Act 2014

Approved : Board of Trustees Meeting

Date: 07/08/2018

Signature of Chairperson:



Reviewed: 10/08/2021