

Rangiora High School

Board of Trustees



Police Vetting Procedural Policy

Rationale

The Vulnerable Children Act 2014 states that all children's workers must be police vetted as part of a safety check. A children's worker is anyone whose work involves regular or overnight contact with children and who undertakes this work without parents / whānau or caregivers being present. At Rangiora High School this includes parent / whānau helpers for camps or overnight trips, coaches/ managers of our sports teams, and volunteers who regularly spend time with our students.

Purpose

The purpose of police vetting is to minimise the likelihood of more vulnerable members of the community e.g. children and young people being put at risk by individuals who may have displayed behaviour that could be detrimental to others' safety and well being.

Guidelines

1. Employees or prospective employees must be vetted in the following situations:
 - a. When appointing a new permanent support staff employee a satisfactory police vet will need to be obtained before they begin work. Therefore, Information sent to candidates will include information about the requirements of Police Vetting.
 - b. When appointing teaching staff, they must hold current teacher registration
 - c. When a person has been employed on a casual or temporary basis at the school they must be vetted within 2 weeks of their first day of employment
 - d. Homestay Families – All residents, of the homestay household, 18 years and over must be vetted before a fee paying student is placed in the home.
 - e. All letters offering appointment will state that confirmation of appointment is subject to a satisfactory Police vet.
 - f. All current employees must have their police vets renewed every three years
2. Every contractor [and their employees] who works at the school during school hours and who will have unsupervised access to students must be vetted and the vet is to be completed before work starts. Vets will need to be updated at three yearly intervals.
3. Volunteers –
 - a. 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".

- b. parents / whānau or caregivers who are staying overnight on school trips or camps will also be police vetted. Police vets must be initiated two months before the trip or camp.
 - c. parents / whānau or caregivers who volunteer to transport students on day trips will not be police vetted.
- 4. From time to time, parents / whānau or caregivers will be informed of Police Vetting requirements so that they understand the both the rationale and procedures to be followed
- 5. The Principal and the BOT Chairperson have the delegated authority to make the final decision regarding the outcome of the Police Vet. The decision as to whether an employee is suitable or not for a given position remains with RHS (i.e. the employer). A 'satisfactory' vet is one that does not contain convictions/information that:
 - a. indicates that a person will jeopardise the safety of young people
 - b. indicates that the person will be a harmful example for young people
 - c. indicates that a person is not suitable for a particular job
- 6. The following offences will be grounds for referral to the BOT Chairperson and subsequently the BOT:
 - i. Offence(s) involving sexual abuse of children.
 - ii. Conviction(s) for a crime in which children were involved.
 - iii. Offence(s) of violent or sexually exploitative behaviour.
 - iv. Conviction(s) concerned with the possession, use or supply of drugs.
 - v. Offence(s) relating to fraud or dishonesty.
 - vi. A regular pattern of misdemeanours.
 - vii. Driving offence(s) – this is mainly concerned with placing a proviso on allowing staff to transport students and would cover offences that may have resulted in disqualification, eg excessive speeding offences, driving while disqualified, driving while under the influence of alcohol or drugs etc.

The applicant will be informed that this is occurring.

- i. It is the applicant's responsibility to dispute the accuracy of any Police vet and a reasonable length of time will be allowed for this ie two weeks.
- ii. The applicant must advise the Principal of the intention to dispute the accuracy of the Police vet.
- iii. If the applicant acknowledges that the Police vet is correct and it reveals offence(s) that meet the guidelines then the Principal will make a recommendation to the BOT Chairperson.
- iv. In the event of non-agreement, the matter will be put to the full BoT for consideration. NZSTA Industrial Relations Advisors will be consulted at this stage.
- v. In making this decision the School might need to consider the following when assessing the results of the police vet
 - 1. the nature of the offence and relevance to employment
 - 2. length of times since the crime was committed
 - 3. age and maturity now as compared to when the crime was committed
 - 4. the seriousness of the crime
 - 5. the length of sentence

6. use of a weapon
7. circumstances at the time of violent behaviour
8. pattern of crime
9. proximity of the person to the vulnerable person(s)

If that person cannot satisfactorily explain the outcome of the police vetting or the School decides that the person is not suitable to work for RHS then the Principal will then inform that person, (and where relevant the Contractor / Teacher in charge), that he/she cannot work at the school. No details will be given to the Contractor / Teacher in charge).

7. The school will maintain a Police Vetting Register. The headings will include:
 - a. Subject's name.
 - b. Category [support staff, contractor, contractor's employee, volunteer].
 - c. Date posted.
 - d. Date the result is received.
 - e. Outcome ["pass" or "fail"]
 - f. Date the vetting expires.

The Police Vetting Register is held by the **Executive Officer**

Related Policies

Child Protection Policy
Employment Policy

Documentation

[Police vetting for schools and kura Māori - Ministry of Education](#)
[Police vetting for school property projects - Ministry of Education](#)
[Vulnerable Children Act 2014 for schools - Ministry of Education](#)

Date of Review	2018
Date of Next Review	2020
Signed by the Board Chair	