



Policy: Police Vetting

Policy Statement

The Board of Jireh Christian School (“the School”) is committed to providing a safe environment for its students in accordance with the relevant legislation. One of the ways it does this is to put in place appropriate procedures in respect of police vetting.

Procedural Guidelines

1. Police vetting is required for:
 - 1.1. Non-teaching staff; and
 - 1.2. Volunteers who have unsupervised access to students e.g. camp helpers, sports coaches, parent helpers.
2. If it is not possible to obtain a police vet in the required time-frame, provision must be made to ensure the person does not have unsupervised access to students.
3. Contractors and their employees who regularly work in the School during the day are vetted through the Ministry of Justice.
4. Police vetting is not required for:
 - 4.1. Volunteers who do not have unsupervised access to students;
 - 4.2. Contractors who do not regularly work in the school or do not work during the school day, when students are present.
5. The vetting of teaching staff is the responsibility of the Teaching Council. The Principal is the designated person responsible, and assigns an administrator to carry out:
 - 5.1. Organising the signing of forms;
 - 5.2. Receiving the completed vet;
 - 5.3. Evaluation of the vet;
 - 5.4. Keeping records of completed police vets;
 - 5.5. Ensuring police vet forms are disposed of safely

The Principal will:

1. Be responsible for vetting or viewing checks carried out by contractors working on site.
2. Ensure that support staff are police vetted by the School before they can be appointed. They must then be police vetted every three years.
3. Ensure that all parents who volunteer to transport students on day trips are police vetted.
4. Ensure that strict confidentiality is observed (cl 13, sch 4, Education and Training Act 2020). The only staff member who will read the police vet is the Principal (the “requestor”) and administrator who sends the application.
5. Ensure that the subject of the police vet receives a copy of his/her police vetting and 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.

Teaching Council (Core Workers):

1. Police vets teachers every three years when they seek renewal of their teaching registration. The cost is contained in the registration fee.
2. Employees who have a Limited Authority to Teach (LAT) are treated the same as teachers. The cost is contained in the registration fee.



Vetting of Support Staff:

1. Information on support staff positions that is sent to candidates will include information about the requirements of police vetting. A police vet form will be included in Employment Packs for Support Staff appointments.
2. When the provisional decision has been made to employ a person, they will be asked to complete the details found on the police vetting form.
3. The support staff member will be requested to provide their driver's licence and passport in order to confirm their identity and complete the police vetting process.
4. The School will complete all details and will then submit the form.
5. Only the requestor and the principal will open the returned information.
6. If the vetting is satisfactory the principal will complete the appointments procedure.
7. If the vetting indicates an issue of concern, the principal will give a copy of the police vet to the applicant who will be asked to validate the information (within a 2 week period).
8. If the applicant cannot satisfactorily disprove the police vet, the principal will inform the candidate that he/she cannot be appointed.

Vetting of Contractors – Non-Core Workers:

1. Contractors will be informed that they, and any employee who will be working at the School during School hours and has unsupervised access to children, will be required to be police vetted and that the cost shall be borne by the Contractor.
2. The Contractor will be responsible for ensuring that all of its employees comply with this requirement.
3. Contractors and/or their employees who refuse to complete this vetting process will not be given access to the School site during School hours or will not be used at all, at the Principal's discretion.
4. In the case of individual contractors employed directly by the school on a regular basis, they will follow the support staff vetting procedures.
5. The individual contractor will be requested to provide their driver's licence and passport in order to confirm their identity and complete the police vetting process.
6. Only the requestor will have access to the returned information.
7. If the vetting is satisfactory the Principal will advise the Contractor accordingly.
8. If the vetting indicates an issue of concern, the principal will give a copy of the police vet directly to the applicant who will be asked to validate the information (within a 2 week period). If that person cannot satisfactorily explain the outcome of the police vetting then the Principal will inform that person, and the Contractor, that they cannot work at the school. No details will be given to the Contractor.

All non-teaching staff and contractors will be re-vetted every three years.

Vetting of Volunteers – Non-Core Workers:

1. Volunteers will be vetted by the School if they are in a situation that requires them to be left alone with children for more than thirty minutes.
2. Parents who are staying overnight on school trips or camps will also be police vetted by the school. Police vets must be initiated one month before the trip or camp.
3. From time to time, parents will be informed of police vetting requirements so that they understand both the rationale and procedures to be followed.
4. The parent will be requested to provide their driver's licence and passport in order to confirm their identity and complete the police vetting process.
5. Only the requestor will open the returned information. If the vetting is satisfactory the Principal will inform the teacher organising the trip/camp and the parent.



6. If the vetting indicates an issue of concern, the Principal will give a copy of the police vet directly to the volunteer who will be asked to validate the information (within a 2 week period). If that person cannot satisfactorily explain the outcome of the police vetting then the Principal will inform that person that they are unable to proceed as a volunteer and they will be asked to withdraw.

Evaluation of a Negative Police Vet:

If the vet reveals criminal offences or concerns that need to be given consideration, the following factors are to be considered:

1. How serious was the offence?
2. How long ago was the offending?
3. Has a sentence been served, or is there Periodic Detention/Community Service still being served?
4. Was it a one-off offence, or is there a pattern of offending?
5. What is the employee's/contractor's role in the school, and how does the type of offence relate to it?

The concerns raised by a 'Red Stamp' – Relevant Offences:

1. A Red Stamp indicates police have concerns about the person working with children. Individuals will be disqualified from holding positions that require direct contact with children if their criminal records include any of the following:
 - 1.1. Past history of sexual abuse of children;
 - 1.2. Conviction for any crime in which children were involved; or
 - 1.3. History of any violence or sexually exploitative behaviour

Other factors that need to be considered by the Principal/Board when evaluating criminal history records are:

1. The circumstances surrounding the conduct in question;
2. The age of an individual at the time of the offence;
3. Societal conditions that may have contributed to the nature of the conduct;
4. The probability that an individual will continue the type of behaviour in question;
5. The individual's commitment to rehabilitation and to changing the behaviour in question.

Requirement for Safety Checks:

For all police vetting procedures for core and non-core workers, verification of identity is required. This is to be in the form of two photographic identifications, usually a current New Zealand Driver's licence and passport. The following key components of a safety check as set out in the Regulations are:

1. identity verification
2. candidate interviews
3. collecting information about work history
4. reference checking
5. information from any relevant professional organisation or registration body and
6. police vetting.

These elements are used to inform a risk assessment to determine your employment decisions.

Rights & Privacy:

Applicants have the right to be treated fairly and to have their privacy respected. The information contained in a police vet is confidential, and privacy must be safeguarded at all times.



Police Vetting Register:

The School will operate a Register of all requests made for police vetting. The headings will include:

1. Subject's name/D.O.B.
2. Category (support staff, contractor, contractor's employee, volunteer).
3. Date posted to police
4. Date the result is received
5. Outcome ("pass" or "fail")
6. Date the vetting expires
7. Comment (for result of appeal etc)

Legislative Compliance

Children's Act 2014

Education and Training Act 2020

Oranga Tamariki Act 1989

Privacy Act 2020

Review schedule: Triennially

<p>ADOPTED BY BOARD</p> <p>Date 12th September 2017 Chairperson R Thornton (Acting)</p>

Reviewed Date 28th November 2017

Chairperson **R Thornton**

Reviewed Date 23rd June 2020

Chairperson **M Causley**

Reviewed Date 26th March 2024

Presiding Member **A Coombridge**