



## **POLICY VETTING FOR NON-TEACHING STAFF, VOLUNTEERS, CONTRACTORS AND THEIR EMPLOYEES**

### **Outcome statement**

To take all reasonable steps to protect students from harm and to meet the requirements of the Children's Act (2014) and the Education and Training Act (2020). It is expected that all employees of schools maintain proper standards of integrity and conduct.

A police vet is a search of information held by New Zealand Police about an individual. Police vetting is performed using an online process that requires the school to maintain a service contract with the New Zealand Police.

### **Scoping**

The Board will:

- Ensure at all times staff and students are safe from exploitation or abuse.
- Set clear guidelines for managing the vetting process so that relevant offences are identified and that the rights of the applicant will be preserved.

### **Delegations**

The Board delegates the process of police vetting of non-teaching staff to the Principal.

### **Expectations and limitations**

1. The procedures outlined under this policy for Police Vetting will apply to the following non-teaching employees of the school:
  - 1.1 All non-teaching staff.
  - 1.2 All volunteers.
  - 1.3 All casual or temporary employees.
  - 1.4 Contractors, and employees of contractors, must be police vetted if they are likely to have unsupervised access to students at the school during normal school hours.
  - 1.5 Community members who are employed to provide homestay facilities for fee paying students.
  - 1.6 Volunteers who have unsupervised access to students, e.g. camp helpers, sports coaches, parent helpers. If it is not possible to obtain a police vet in the required timeframe, provision must be made to ensure the person does not have unsupervised access to students. The Principal's PA holds a database of vetted volunteers.

2. The Police vet must be obtained before the person has, or is likely to have, unsupervised access to students at the school or hostel, and in the case of homestay providers, at the provider's home or any other environment.
3. Further Police vets must be obtained on or before the third anniversary of the previous Police vet if the person still works at the school.
4. If a new offence under the Children's Act 2014 comes to the attention of NZ Police after the vet results have been issued for an individual, they're able to contact the school to alert them to this new information.
5. All procedures must comply with New Zealand Police vetting service requirements and the Criminal Records (Clean Slate) Act 2004.
6. When establishing the criteria for evaluating criminal history the Principal will consider:
  - 6.1 How long ago the conduct occurred.
  - 6.2 The age of the individual at the time.
  - 6.3 The context in which the conduct occurred.
  - 6.4 The probability of recidivism.
  - 6.5 The commitment to rehabilitate or behavioural change.
7. If a person has been convicted of an offence specified in schedule 2 of the Children's Act 2014, they are not to be employed at NPGHS, nor be engaged under a contract with NPGHS if they are likely to have unsupervised access to students at the school
8. All applicants will be treated fairly and will have their privacy protected. The following will be observed:
  - 8.1 Information from Police vets will only be used for the purpose specified.
  - 8.2 Applicants will be informed if there is a positive "result" and will be given the opportunity to challenge any inaccuracies.
  - 8.3 A record will be kept of the Police vet consent and response forms on the employee's personnel file
9. Employment of non-teaching staff is subject to satisfactory Police vetting.

## Legislative Compliance

- Ministry of Education website [www.education.govt.nz](http://www.education.govt.nz)
- <https://www.education.govt.nz/school/people-and-employment/principals-and-teachers/police-vetting-for-schools-and-kura-maori/>
- [Children's Act 2014](#)
- Specified offences -  
<http://www.legislation.govt.nz/act/public/2014/0040/latest/DLM5501909.html>
- Privacy Act -  
<http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html>
- <https://www.police.govt.nz/advice-services/businesses-and-organisations/vetting/forms-and-guides>