

Wakari School Board of Trustees  
**POLICE VETTING POLICY**

Revised: April 2010



### **PURPOSE**

To ensure that reasonable measures are taken to protect students from harm and that all employees maintain proper standards of integrity and conduct.

### **GUIDELINES**

1. When appointing a permanent employee a satisfactory police vet will need to be obtained before an appointment is confirmed.
2. When a person has been employed on a casual or temporary basis at the school they must be vetted within two weeks of their first day of employment.
3. Strict procedures need to be in place to protect the privacy of those being vetted to avoid inappropriate information being released.
4. Need to consider
  - Which offences are relevant?
  - what offences will disqualify an applicant
  - factors to be considered
  - rights of the applicant

### **PROCEDURES**

1. Before appointing a person who is not a registered teacher or holder of a LAT, the Board must obtain a police vet of the person from the NZ Teachers Council. This means all non teaching support staff (including contractors and their employees who regularly work in the school.) must be vetted before they can be employed.
2. Volunteers can be vetted directly with the police.
3. Where a vet is not obtained before the person starts employment then the person must be told in writing that their appointment is subject to a satisfactory vet.
4. If a vet receives a police stamp indicating that adverse information is held about that person, then the Board must not act until the person has had an opportunity to validate the information.
5. All information shall be confidential.
6. Vetting is compulsory, but the police require the consent form to be signed. Information and forms shall be given with the application form.
7. Applicants who are appointed need only to be vetted.
8. The Principal, as the manager of the school, shall be the person who has access to the information.
9. The person who it is addressed to shall only open letters marked as confidential.
10. A record of the vet having taken place must be kept.
11. If the vet does not reveal any criminal offence or concerns by the police, the vet should be either destroyed or handed to the employee or contractor.
12. If the vet reveals criminal offences or concerns by the police then consideration needs to be given as to whether the information should affect employment at or access to the school.

13. Contact should be made to the NZSTA industrial advisor before any action is taken to follow correct procedure.

### **EFFECTIVENESS REVIEW**

1. This policy will be reviewed by the Board in accordance with its triennial programme of self-review.
2. The Board will make its review report available to parents and staff.

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Board Chairperson

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Date