



Police Vetting of Non-Teaching Employees and Contractors Policy

Rationale:

Every board is responsible for taking reasonable measures to protect students from harm (NAG 5) and ensure that all employees maintain proper standards of integrity and conduct (State Sector Act s77A). As a consequence it is now a legislative requirement that the board undertake a police vet of all non-teaching employees and contractors that regularly work at the school during the school day.

Purpose:

The purpose of this policy is to establish guidelines for:

1. The screening of applicants for positions that require substantial direct contact with children and,
2. The procedures to be followed once a police vet has been received.

Guidelines:

Preparing to Conduct a Police Vet

All application forms for a non-teaching position must:

1. Make reference to the fact the appointment will be subject to a satisfactory police vet and have appropriate questions on matters relating to previous convictions.
2. Make clear individuals will be disqualified from holding positions that require substantial contact with children if their criminal records include any of the following :
 - o Past history of sexual abuse of children
 - o Conviction for any crime in which children were involved
 - o History of any violence or sexually exploitative behaviour
3. Make clear that any offences relevant to a specific position in which a paid employee (or volunteer) may serve to disqualify an individual from serving in such a position.
4. Indicate that the board, when evaluating criminal history records, may consider other factors (e.g. length of time since offence occurred) before deciding on whether or not to proceed to the selection process.
5. Make clear that declining a police vet will result in the discontinuation of the application or in the case of a contractor may result in changing the hours of work to avoid direct contact with children.

Receiving a Police Vet

1. Due to the sensitive nature of information a school may receive, all police vets sent by the Teachers Council must be addressed to the principal.
2. The principal must observe strict confidentiality and share the information with only board as employer and employee tasked with handling information.
3. Applicants will be given a chance to challenge the accuracy of information received. However, until the board receives a correction from the police, it should assume the information it received is correct.
4. Applicants will be given a chance to challenge the accuracy of information received within a reasonable period. Failure to do so will result in a discontinuation of the application process. However the board must ensure that it observes the principles of natural justice and procedural fairness.
5. If a vet does not reveal any criminal offences or concerns by the police then the vet should be destroyed or handed to the applicant (or contractor). A record of the vet having taken place must be kept and signed by both principal and applicant.
6. If a vet does reveal 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 by the Board of Trustees.



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7. If after considering the nature of an individual's criminal record the board decides that it has no concerns, then the vet should be destroyed or handed to the applicant. A record of the vet having taken place must be kept.