

POLICE VETTING POLICY AND PROCEDURES NON-TEACHING STAFF AND CONTRACTORS

RATIONALE:

In its role as a good employer, the Board of Trustees is required to ensure that a safe environment is provided through personnel practices which maintain proper standards of integrity and conduct (Good Employer Policy 1.2)

PURPOSE:

1. To provide a safe environment for students through the police vetting procedures.

GUIDELINES:

- 1.1 All non-teaching staff, contractors, and caregivers of international students, are to be police vetted.
- 1.2 The principal is responsible for organising and evaluating of police vets.
- 1.3 The correct procedure for applying for and evaluating police vets must be followed. [see HPC Police Vetting Procedures for details]
- 1.4 Job applicants, contractors, and international student caregivers' privacy and rights to be treated fairly must be respected at all times during the vetting process.
- 1.5 All job offers and appointments are subject to a satisfactory police vet.

RELEVANT PROCEDURES:

See the HPC Police Vetting Procedures for details of the police vetting process.

RELEVANT LEGISLATION: State Sector Act
Education Act 1989

REVIEW: This policy will be reviewed according to the Board of Trustees triennial programme of self review.

DATE CONFIRMED: June 2009

HPC POLICE VETTING PROCEDURES

1. POLICE VETTING IS REQUIRED FOR

- non teaching staff
- contractors and their employees who regularly work in the school during the day
- homestay hosts or caregivers of international students

2. POLICE VETTING IS NOT REQUIRED FOR

- volunteers
- contractors who do not regularly work in the school or do not work during the school day

NB The vetting of teaching staff is the responsibility of the Teachers' Council

3. THE PRINCIPAL IS THE DESIGNATED PERSON RESPONSIBLE FOR

- organising the signing of forms
- receiving the completed vet
- evaluating the vet
- keeping records of completed police vets
- ensuring police vet forms are disposed of safely

4. EMPLOYEES OR PROSPECTIVE EMPLOYEES must be vetted in the following situations

- when appointing a new permanent employee a satisfactory vet will need to be obtained before an appointment is confirmed.
- When a person has been employed on a casual or temporary basis they must be vetted within two weeks of the first day of employment.

5. TO OBTAIN A VET SCHOOLS MUST - apply to the Teachers' Council. The individual being vetted must sign the Police Vet application form. The application must be accompanied by a signed Consent to Disclosure of Information form.

The need to obtain a police vet must be explained to the person involved during the job interview process. A contractor or employee may choose to decline a police vet and not continue with the job application.

6. PROCEDURE FOR EVALUATING A POLICE VET

1. Vet arrives at school, addressed to the Principal
2. Vet is reviewed by the Principal, who has been delegated the task by the Board.
3. If the vet raises concerns requiring further action, the NZSTA Industrial Advisor will be contacted, and the issue will be considered by the Board of Trustees Personnel Committee.
4. If the vet raises no concerns, the vet is destroyed.
5. A record must be kept of which option (above) is chosen.

7. POLICE VETS THAT RAISE CONCERNS

1. If a vet raises concerns, it is up to the Board as employer to decide if the information gained indicates that they must act.
2. A board must not take adverse action in relation to a police vet until
 - a) the person has validated the information contained in the vet or
 - b) the person has been given a reasonable opportunity to validate the information but has failed to do so within a reasonable period of time

8. EVALUATION OF A NEGATIVE POLICE VET

- i) if the vet reveals criminal offences or concerns that need to be given consideration, the following factors are to be considered:
 - a) How serious was the offence
 - b) How long ago was the offending
 - c) Has a sentence been served, or is there Periodic Detention/Community Service still being served
 - d) Was it a one-off offence, or is there a pattern of offending
 - e) What is the employee's/contractor's role in the school, and how does the type of offence relate to it.
 - f) The concerns raised by a 'Red Stamp'. (A red stamp indicates police have concerns about the person working with children)
- ii) Relevant Offences
Individuals will be disqualified from holding positions that require direct contact with children if their criminal records include any of the following -
 - a) past history of sexual abuse of children
 - b) conviction for any crime in which children were involved
 - c) history of any violence or sexually exploitative behaviour
- iii) Other Factors that need to be considered by the Board when evaluating criminal history records are:
 - a) The circumstances surrounding the conduct in question.
 - b) The age of an individual at the time of the offence.
 - c) Societal conditions that may have contributed to the nature of the conduct.
 - d) The probability that an individual will continue the type of behaviour in question.
 - e) The individual's commitment to rehabilitation and to changing the behaviour in question.

9. JOB APPLICANT'S 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.

10. APPLICATION FORMS

All application forms must have reference to the fact that the appointment will be subject to a satisfactory police vet, and have appropriate questions on matters relating to previous convictions.

REVIEW: This policy shall be reviewed according to the Board of Trustee's triennial programme of self review (2012).

DATE CONFIRMED: June 2009