



Police Vetting Procedures | Board of Governors

1. Purpose

- a. People who have abused children, or who could do so in the future, may seek to work with children. Consistent, robust safety checking helps assess whether people might pose a risk.
- b.
- c. The school has a commitment to the vetting and screening of people who have contact with students.
- d. This procedure outlines the school's expectations for Police Vetting.

2. Police vetting

- a. Related documents:
 - i. The Education Standards Act 2001, Sections 78C to 78CB,
 - ii. [Vulnerable Children Act 2014](#)
 - iii. Process for screening and vetting staff, contractors and volunteers. [Appointment Process Safety Checks VCA \(NZSTA\).docx](#)

3. Considerations:

- a. When evaluating police vets the Board and management of the school should consider:
 - i. The nature of the offence and relevance to employment.
 - ii. The length of time since the crime was committed.
 - iii. The person's age and maturity now, compared with when the crime was committed, the seriousness of the crime, e.g., length of sentence, use of a weapon, the circumstances at the time of violent behaviour.
 - iv. The pattern of crime, e.g., a short spate may indicate a "phase" but a regular pattern may indicate continuing inappropriate behaviour.
 - v. The proximity of the person undergoing vetting to the vulnerable person(s). That is, are they likely to have unsupervised access to these vulnerable people?

4. Satisfactory Police Vet

- a. A satisfactory police vet is a police vet record that does not contain convictions/information that indicates:
 - i. The person may jeopardise the safety of children, that is, a conviction for sexual offenses or offenses involving violence.
 - ii. The person may be a harmful example for children, for instance, convictions involving possession or supply of drugs.
 - iii. The person is not suitable for the particular job, for instance, fraud/theft convictions if the job involves handling money.
- b. In addition to the above, the following also apply for volunteers and primary host caregivers in billeting situations:
 - i. The person has a recent record of dishonesty, ofr instance, fraud/theft convictions.

- ii. The person has a recent record or record of reoffending which demonstrates serious lack of judgement that could impact on the safety of children in their care, for instance, drink driving convictions.

5. Persons Previously Police Vetted

- a. **Each person is expected to be police vetted through LAC before commencing any activity.**
- b. A person **who can prove** they have recently been satisfactorily police vetted to a level appropriate to the activity they are being employed or volunteering for, may not be required to be police vetted again. This is at the discretion of the Principal. This includes the following:
 - i. Teachers
 - ii. Police officers
 - iii. Medical Practitioners
- c. The person will still be required to prove their identity as per official Police Vetting procedures.

6. Support Staff Police Vetting

- a. Information on support staff positions that is sent to applicants will include information about the requirements of Police Vetting. Applicants will have to acknowledge that they received and understood this requirement.
- b. When the decision has been made to employ a person, they will be asked to complete the details on police vetting forms found on the police vetting website and give to the school to complete the form and submit online for processing.
- c. ONLY the "requestor" – the Principal or Receptionist – will open the returned information.
- d. If the vetting is "clear", the Principal will complete the appointments procedure.
- e. If the vetting indicates something amiss, the Principal will give a copy of the police vet to the applicant who will be asked to validate the information. That is, provide proof that the information is wrong. The person will be given a reasonable period of time to do this. Two weeks is considered a reasonable time. The applicant should be in regular contact with the Principal to indicate progress being made.
- f. If the applicant cannot disprove the police vet the Principal will inform the candidate that their nomination has been put aside in favour of the next applicant.

7. Contractors

- a. (Any person likely to spend unsupervised time with children during normal school hours or as part of an EOTC activity)
- b. Contractors will be informed that they and any employee who will be working at the school during school hours will be required to be police vetted.
- c. The contractor will either:

- i. Confirm in writing that they, and any employee has been police vetted within the last 3 years, or,
 - ii. The contractor and employees shall complete the details on police vetting forms found on the police vetting website. Contractors who refuse to complete this shall either not be used on school business during school hours or not be used at all at the Principal's discretion. Employees who refuse will not be used at the school and the contractor will ensure that this is followed.
- d. The school will complete all details and submit the form online for processing.
 - e. ONLY the "requestor" – the Principal or Receptionist – will open the returned information.
 - f. If the vetting is "clear", the Principal will advise the contractor accordingly and that person will inform him/her employee.
 - g. If the vetting is adverse, the Principal will give a copy of the police vet to the person who has "failed" the vet (not necessarily to the contractor as the employer) and asked to validate the information. The person will be given a reasonable period of time to do this, say, two weeks. The person should be in regular contact with the Principal to indicate progress being made.
 - h. If that person cannot disprove the police vet the Principal will then inform that person, and his employer, that he/she cannot work at the school. No details need to be given to the employer.

8. Volunteers – LAC School Events

- a. Police vetting of volunteers will be conducted by the school administration.
- b. Volunteers will be vetted if they are in a situation that requires them to be left alone with children. This could be considered a period of "vulnerability" or a "window of opportunity."
- c. Volunteers who are staying overnight on school trips or camps will also be police vetted by the school. The implication of this is that police vets must be initiated in adequate time before the trip or camp.
- d. Very clear, simple information sheets, approved by the board, (Form: Volunteer Police Vetting Information) will be sent to all volunteers so they understand the need and process of police vetting. This sheet will detail what would be deemed unacceptable offences so that those volunteers who erred previously with minor offences will not be unnecessarily alarmed.
- e. The volunteer and school will complete the online vetting form and submit it for processing.
- f. ONLY the "requestor" – the Principal or Receptionist – will open the returned information.
- g. If the vetting is "clear" the Principal will inform the teacher organizing the trip/camp and the volunteer and ensure the volunteer's details are retained on the school's Police Vetting Register.
- h. If the vetting indicates something is amiss the Principal will inform the volunteer and discuss that person's options: either to provide proof that the information is wrong or to withdraw from the trip or camp. At this

stage the teacher in charge of the trip or camp will not be informed. If the volunteer opts to prove the information is wrong the volunteer may have a reasonable period of time to do this, say two weeks. It is important to know how much time there is between getting the report of the police vet and the actual date of the trip or camp.

- i. If the volunteer proves that the information is wrong and the original vetting report is amended the volunteer will be informed that they can continue with the trip/camp. The teacher in charge of the camp will then be informed of the outcome. If the volunteer cannot disprove the original vetting report then the teacher in charge of the trip or camp will then be informed.
9. Teacher Trainees
 - a. Teacher training providers confirm that all teacher trainees they engage in schools have received clear police vets.
 - b. Teacher trainees will be required to complete Form: Teacher in Training Safety Check which ensures the following:
 - i. Name of training provider
 - ii. Identity confirmation (Passport, Driver's License)
 10. Board Members
 - a. The LAC Board of Trustees requires that all Board members have received a satisfactory police vet.
 - b. The LAC Board of Governors requires that all Board members have received a satisfactory police vet.
 11. Teachers
 - a. Teachers at LAC will all be NZ Registered Teachers and as part of the registration process will have received satisfactory police vets.
 12. Police Vetting Register
 - a. The school will operate a register of all requests made for a police vet. See google doc: [Police Vetting Register](#)
 - b. The register will contain the following headings:
 - i. Subject's name
 - ii. Category (support staff, contractor, contractor's employee, volunteer, sports coach)
 - iii. Date submitted online
 - iv. Date the result is received
 - v. Date the vetting expires.
 - vi. Comment (for result of vet, appeal etc)
 13. Volunteers – LAC Board of Governors
 - a. Police vetting for LAC boarding is required for all volunteers.
 - b. Police vetting of volunteers will be conducted by school admin.
 - c. **This procedure is reviewed as part of the Longburn Adventist College Board of Trustees' and Board of Governors programme of review.**