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A. Purposes

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

The school has a commitment to the vetting and screening of people who have contact with students.

This procedure outlines the school's expectations for Police Vetting.

B. Police vetting

1. Related documents:

- a. The [Education Standards Act 2001, Sections 78C to 78CB](#),
- b. The Vulnerable Children Act 2014

2. 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?

3. 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 offences or offences 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, for 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.

4. Persons Previously Police Vetted

- a. 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
 - iv) Some Department of Corrections positions
- b. The person will still be required to prove their identity as per official Police Vetting procedures.

5. Support Staff

- 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.
- c. The school will complete all details and submit the form online for processing.
- d. ONLY the “requestor” – the Principal or Office Manager – will open the returned information.
- e. If the vetting is “clear” the Principal will complete the appointments procedure.
- f. 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.
- g. 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.

- 6. Contractors** (any person likely to spend unsupervised time with children during normal school hours or as part of an EOTC activity)
- a. 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.
 - b. 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 used at all at the Principal's discretion. Employees who refuse will not be used at the school and the contractor will ensure this is followed.
 - c. The school will complete all details and submit the form online for processing.
 - d. ONLY the requestor – the Principal or Office Manager – will open the returned information.
 - e. If the vetting is “clear” the Principal will advise the contractor accordingly and that person will inform his/her employees.
 - f. 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.
 - g. If that person cannot disprove the police vet the Principal will then inform that person, and his employer, that he cannot work at the school. No details need be given to the employer.
- 7. Volunteers**
- a. Police vetting of volunteers will be at school expense.
 - b. Volunteers will be vetted if they are in a situation that requires them to be left alone with children for more than thirty minutes – 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 at school expense. 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 6.03c 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 in youth 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 Office Manager – will open the returned information.
 - g. If the vetting is “clear” the Principal will inform the teacher organising 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 (see i below). 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 teacher in charge of the trip or camp will then be informed.

8. Billeting

- a. To help protect Christchurch South Intermediate students Christchurch South Intermediate requires that the person in the host home taking responsibility for hosting a student, is prepared to be police vetted.
- b. Christchurch South Intermediate requires written confirmation from the principal of the host school that police vetting has been completed for host families as per these procedures.
- c. Each host environment/home will identify a Primary Host Caregiver
- d. The Primary Host Caregiver will be required to read and sign Form 6.03a Primary Host Caregiver Agreement
- e. The Primary Host Caregiver may be required to be police vetted at Christchurch South Intermediate's expense. The host school will police vet a random selection of Primary Host Caregivers (10% is a reasonable expectation)
- f. Very clear, simple information sheets, approved by the board (part of Form 6.03a Primary Host Caregiver Agreement) will be sent to all Primary Host Caregivers so they understand the need and process of police vetting. This sheet will detail what would be deemed unacceptable offences so that those Primary Host Caregivers who erred in youth with minor offences will not be unnecessarily alarmed.
- g. The Primary Host Caregiver and host school will complete the online vetting form and submit it for processing.
- h. ONLY the host school requestor – the Principal or delegated person – will open the returned information.
- i. If the vetting is “clear” the host school Principal will inform the teacher organising the trip and the Primary Host Caregiver.
- j. If the vetting indicates something is amiss the host Principal will inform the Primary Host Caregiver and discuss that person's options: either to provide proof that the information is wrong or to withdraw their offer to host a billet. At this stage the teacher in charge of the trip will not be informed (see k below). If the Primary Host Caregiver opts to prove the information is wrong they 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.
- k. If the Primary Host Caregiver proves that the information is wrong and the original vetting report is amended they will be informed that they can continue to offer to host a billet. The teacher in charge of the trip will then be informed of the outcome. If the volunteer cannot disprove the original vetting report then teacher in charge of the trip or camp will then be informed.

9. Teachers in Training (Trainees or Interns)

- a. Teacher training providers confirm that all teachers in training they engage in schools have received clear police vets.
- b. Teachers in training will be required to complete Form 6.03c Teacher in Training Safety Check which ensures the following:
 - i) Name of training provider (eg University of Canterbury)
 - ii) Identity confirmations

10. Board Members

- a. The Christchurch South Intermediate School Board of Trustees require that all Board members have received a satisfactory police vet.

11. Teachers

- a. Teachers at Christchurch South Intermediate will all be New Zealand 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 headings will include:
 - i) Subject's name.
 - ii) Category (support staff, contractor, contractor's employee, volunteer).
 - iii) Date submitted online.
 - iv) Date the result is received
 - v) If the outcome is a fail the person will be removed from the register.
 - vi) Date the vetting expires.
 - vii) Comment (for result of appeal etc).

This procedure is reviewed as part of the Christchurch South Intermediate School Board of Trustees' programme of review.