



## Policy Statement Police Vetting Non-Teaching Staff and Contractors

### Purpose

Schools are required by legislation to Police vet, through the New Zealand Police, all non-teaching staff and contractors who regularly work at the school during school hours.

### Guidelines

1. All recruitment and selection processes and material will include appropriate clauses requiring:
  - A declaration as to whether the applicant has any criminal convictions.
  - A statement that any appointment will be subject to a satisfactory Police vet.
  - A clause noting that failure to complete the application form and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
2. Shortlisted applicants will be required to give consent to a check by Police.
3. For each position advertised offences that would preclude an applicant from being appointed will be identified. The Management team will decide the relevance of any other offence identified in any vetting report that causes concern for the position in question.
4. A Police vet will also be obtained for:
  - all non-teaching staff and contractors and their employees who regularly work at the school every three years in accordance with sections 78 C (2) and 78 C A (1) of the Education Standards Act 2001
5. Volunteers don't need to be safety checked under the Vulnerable Children Act 2014 or the Education Act 1989. The position of the school is that casual volunteers won't be vetted, or safety checked unless that person is to have unsupervised and/or overnight access to children. Volunteers who have recurring contact with children should be processed through the vetting procedure.
6. All vets shall be requested under the exemption to the Clean Slate Legislation.
7. Convictions for the following offences will automatically preclude a person from any position in the school (including working for or as a contractor)
  - Any sexual crime.
  - Any crime where children were involved.
  - Any crime against the person.

8. In relation to other convictions, the following will be considered:
  - The seriousness of the offence.
  - How long ago the offence occurred and the surrounding circumstances.
  - The age of the individual at the time of the offence.
  - Societal conditions that may have contributed.
  - The probability that the behaviour will continue.
  - The individual's commitment to rehabilitation and changing the behaviour in question.
9. The applicant will be given the opportunity to discuss or contest the vetting report.
10. Police vetting requests shall be handled through the Financial Controller. Other than the Financial Controller, only the management team or supervisor of the position being filled shall view the reports, and only then if there is some doubt or offence reported. Reports on unsuccessful candidates will be shredded. The report of the successful candidate will be kept on file.
11. All reports shall be handled in accordance with the Privacy Act 2020.

**Dated:** May 2022

**Review:** May 2025

**Reviewed by:** Appointment, Remuneration and Development