



Concord School Police Vetting Policy

Purpose:

To take reasonable measures to protect students from harm (NAG 5) and to ensure that all employees maintain proper standards of integrity and conduct (*State Sector Act s77A*).

The vetting procedure adheres to the Privacy Act 1993.

To eliminate the school's exposure to risk of repercussions associated with known criminal behaviour of teaching, non-teaching and/or contracted employees.

To ensure a safe and secure environment for the school community, school students and employees.

Objectives:

- 1 The principal will be responsible for the vetting procedure and will be the *Vetting Officer*
- 2 The *Vetting Officer* will be responsible for completion of the vetting form, which will be forwarded to NZ Police Vetting for action
- 3 The principal will evaluate any vet
- 4 If the vet reveals any concerns regarding the subject, the principal will consult with the Board, who will consult with NZSTA Personnel/Industrial Relations Advisor before any action is taken
- 5 The Board will act on the advice of the NZSTA Personnel/Industrial Relations Advisor
- 6 Vetting forms will be retained only for the time required
- 7 In consultation with the subject, the completed vet will be retained on file and held confidentially by the principal
- 8 All current employees of the Board shall undergo police vetting tri-annually

Casual Employees:

A vet form will be forwarded to NZ Police Vetting for all casual teaching and non-teaching employees within two weeks of their first day of employment by the Board,

Permanent Employees:

A vet form will be forwarded to NZ Police Vetting for all prospective employees, and any offer of employment will be subject to it's successful outcome,

Prospective Board Members:

A vet form will be forwarded to NZ Police Vetting for all prospective Board members,

Parents/Caregivers:

All parents/caregivers who are staying overnight (e.g. camp, museum overnight), helping with swimming, or volunteering in the school (e.g. grandparent readers, classroom helpers) will be police vetted and results confirmed before the event takes place,

Signed:
(Principal)

Date:

Signed:
(Board Presiding Member)

Date: