



Dunedin Rudolf Steiner School & Kindergarten

Police Vetting Procedures

Guiding Principles and Legislative Requirements

All staff, volunteers or other people who are engaged by the School, Kindergarten or Playgroup, and who may be in a sole charge position with any students must have a satisfactory police vet. The police vet is just one part of our safety checks¹ as specified in the Children's Amendment Act 2018. Please also refer to the Appointments Policy.

- Strict confidentiality will be observed for police vets.
- Registered teaching staff are police vetted by the Teaching Council as part of their registration process.
- All employees who are not registered teachers, volunteers and contractors who will not be supervised by a teacher or another member of staff will be police vetted. These vets will be repeated at least once every three years.
- When appointing a new permanent employee, a satisfactory police vet must be obtained before an appointment is confirmed. When a person has been employed on a casual or temporary basis at the school, they must be vetted prior to them being in a sole charge position.

Procedure

Individuals for whom a vet is required must complete an authorisation form in the office to authorise the school undertake a Police Vet. If the results of the vet are to be shared with any other organisation then this must be specified at the time and consent provided in writing.

If a satisfactory (nil disclosure) result from the Police vet is received then the person concerned is informed and the result will be kept on the individual's personnel file, and recorded on the Staff List in the Principal's office. For parent helps, the nil result police vet results are kept on the parent help folder in the office.

If the results of the vet cause concern, the Management Team will be informed. If necessary the Management Team may seek advice from the NZSTA² or NZCA³. Care will be taken that a fair process is followed if the Management Team is considering any action. Before acting on information in a police vet report that is not nil disclosure, the Management Team will contact the person so that either:

- a) The person validates the information contained in the vet; or
- b) The person has been given a reasonable opportunity to validate the information but fails to do so within a reasonable period.

If the vet reveals criminal offences or concerns by the police then consideration must be given as to whether the information should affect employment at (paid or voluntary), or access to the school. If

¹ Safety Checks – include identity confirmation, Police vet, reference checks, prior work history and risk analysis – as specified in the Vulnerable Children's Act 2014

² NZSTA – New Zealand School Trustees Association – advisor to the Primary School Board

³ NZCA – New Zealand Childcare Association – advisor to the Proprietors as the kindergarten/playgroup employer

in any doubt, results that disclose criminal convictions should be discussed with NZSTA or NZCA before any action is taken. Some of the factors that may be looked at are:

- How serious was the offence?
- How long ago was the offending?
- Has a sentence been served or is it ongoing? (eg community service)
- Was it a one off offence or is there a pattern of offending?
- What is the employees/ contractors role in the school? How does this type of offence relate to it?
- The concerns raised by a “Red Stamp” that indicates police have concerns about the person working with children.

Offences that disqualify an applicant from working with children:

- Past history of sexual abuse of children
- Conviction for any crime in which children were involved
- History of any violence or sexually exploitative behaviour

Offences that relate to fraud disqualify an applicant from working with the financial aspects of the school. Driving offences may disqualify someone from being in a position where they drive for the school – for example as a parent help.

Privacy

- Access to the results of a police vet is restricted, in the first instance to the Management Team and the Administrator who processes the vets. As concerns are raised, access is restricted to the relevant Trustees on the Proprietors Trust or School Board who, in consultation with NZSTA or NZCA make a recommendation to the Trust or Board.
- While the result of the vet is being considered it should be kept in a secure place
- The information must not be retained longer than is required
- The requirements of the Privacy Act will be followed

Using police vets that have been obtained by other organisations

Some other organisations may obtain a police vet as part of safety checking under the Children’s Act, for example some tertiary training providers and relief teacher agencies or any other organisation that the School or Kindergarten has a Memorandum of Understanding with on this matter. If the school or kindergarten decides to rely on a police vet undertaken by another organisation, then it should seek permission from the person being safety checked for the information to be shared beforehand.

The school or kindergarten should obtain confirmation from the person or organisation acting on its behalf that they are undertaking the check. The school or kindergarten should request confirmation in writing that the check has been done to the standard set out in the Children’s Act. The letter should be about the individual concerned, rather than generic.

Signed *Peter Johnstone*

Date *25-06-21*

Name *Peter Johnstone*

Review date *06-24*

Principal