School
Dunedin Rudolf Steiner
Learning with head, heart and hands

Police Vetting Procedures

Guiding Principles and Legislative Requirements
All employees, volunteers and contractors who are engaged by the School, 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 checks[1] as specified in the Children's Amendment Act 2018 and the Education and Training Act 2020. Please also refer to the Appointments Policy.

- **Registered Teachers** : The Teaching Council of Aotearoa New Zealand (Teaching Council) is responsible for Police vetting registered teachers, principals and relief teachers. This is part of the process to hold a practicing certificate or Limited Authority to Teach (LAT). Registered teachers are expected to disclose any new convictions and serious matters to the Teaching Council. The Teaching Council will not share the content of Police vets with schools. The school is responsible for making sure the teaching staff employed are Police vetted by the Teaching Council.
- **Other staff, volunteers and contractors** : 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.
- **Student placements** : The school can rely on tertiary education organisation's confirmation of satisfactory police vets when hosting their students.

Procedure
Individuals for whom a vet is required must complete the Police Vet form from the office to authorise the school undertake a Police vet. Identity documents must be provided unless they are already held on file. In that case they do not have to be resighted even if the documents have expired.

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 office. For parent helps, the nil result police vet results are kept on the parent help folder in the office. Results are also saved electronically.

If the vet reveals criminal offences or concerns by the police then the Management Team is informed and they carry out a risk assessment to determine whether the information should affect employment (paid or voluntary), or access to the school. If in any doubt, results that disclose criminal convictions should be discussed with NZSBA before any action is taken. Some of the factors that may be looked at are:

- the relevance of the information in the Police vet to the role being vetted for
- any risk to children.

If there has been a conviction, the school will take into account:

[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

- the nature and severity of the offending
- the individual's age at the time of the offending
- the amount of time that has passed since the offending, whether any more offending has happened and whether behavioural change has happened since
- the number of convictions that are relevant to the role
- other offences committed or a pattern of recurring offending
- any aggravating or mitigating factors.

The school will discuss any concerns with the person who was vetted as part of the assessment. They must be allowed to see the results and have the opportunity to correct anything that isn't accurate.

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
All Police vetting information will be kept confidential and managed in accordance with the Privacy Act 2020 and the Public Records Act 2005.

- The school cannot share a Police vet with other agencies or accept a Police vet from them unless there is a specific Memorandum of Understanding.
- 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 members of the School Board who, in consultation with NZSBA make a recommendation to the 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

Using police vets that have been obtained by other organisations
The school may rely on Police vets undertaken by other organisations if:

- There is a Memorandum of Understanding to that effect
- It is a Tertiary training provider
- It is a relief teacher agency.

The school 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.

Refer also to the Appointments Policy, Safety Checking and Periodic Safety Checking of Children's workers.

Signed ..... Date 16.6.2026

Name Anna Noble Next Review date 16.6.2029