



3:10 Police Vetting

Every board is responsible for taking reasonable measures to protect students from harm (NAG 5) and ensure that all employees maintain proper standards of integrity and conduct (State Sector Act, section 77A). It is also a statutory requirement that board employees are vetted.

A police vet is a search of the NZ Police database for information held about a person. It provides criminal history and other relevant information.

Guidelines

1. The board will delegate responsibility to ensure staff are police vetted by registering checks through the New Zealand Police Licensing and Vetting Service Centre to the principal.
2. Teachers are checked triennially as part of the teacher registration process. Boards can choose to also vet teachers on appointment.
3. Under Part 3 of the [Vulnerable Children Act 2014](#), a satisfactory police vet needs to be obtained before an appointment is confirmed or any employee has unsupervised access to students.
4. This applies to any new employee whose work involves regular or overnight contact with children, takes place without parents or guardians being present, and is paid or undertaken as part of an educational or training course and includes teacher aides, office staff, and the caretaker.
5. Boards are not required to vet staff who do not work during normal school hours e.g. cleaners but the Board can choose to do so.
6. Contractors and their staff will need to be vetted if they have, or are likely to have, unsupervised access to students at the school during normal school hours. Otherwise contractors (e.g. Music tutors, after school care providers, and sports providers) are vetted through their employer with the explicit expectation that the school is informed of any concerns.
7. The Board will vet volunteers who may have unsupervised access to students e.g. homestay parents and will retain the discretion to vet other volunteers if they consider there is any risk to students.

"Unsupervised access to students, in relation to a school, means access to any student on the school's premises that is not access by, or supervised by, or otherwise observed by, or able to be directed (if necessary) by, any 1 or more of the following:

- *a registered teacher or holder of a limited authority to teach:*
- *an employee of the school on whom a satisfactory Police vet has been conducted within the last 3 years.*

8. The vet must be done so no later than 2 weeks after the person begins work at the school. Until the vet is received, [the person must not have or be likely to have unsupervised access to students](#).
9. The board must apply for a [new Police vet every 3 years](#) for any person above who is still working at the school. If this vet discloses criminal convictions not previously known, the Board should contact NZSTA for advice.

Privacy

10. The board is required to [ensure strict confidentiality](#) around any Police vets they apply for, and must establish security procedures to keep information in a secure place and prevent accidental disclosure. All information must be managed in accordance with the [Privacy Act 1993](#), the [Public Records Act 2005](#), or any other enactment with only staff delegated with responsibilities that would require them to access the information should be able to do so.
11. The principal will inform the Board Chair if the police vet states the vetted employee has been convicted of
 - Physical assault;
 - Sexual assault;
 - Alcohol or drug related offences;
 - Fraud;
 - Major crime;and the Board will consult an NZSTA personnel/industrial adviser on the correct procedure to follow.
12. The Board must not take any adverse reaction in relation to a Police vet until the person in question has either validated the information contained in the vet, or at least been given a reasonable opportunity to do so.
13. The applicant will be encouraged to resolve any dispute with the appropriate agency. The applicant's employment will be suspended on pay while this is resolved.
14. If the police vet shows that a person has been convicted of an [offence specified under the Vulnerable Children Act](#) and this is not disputed, the person cannot be employed or engaged as a core children's worker, unless they have an exemption.
15. If the vet does not reveal any criminal offences or concerns by the police then the vet should be destroyed or handed to the employee or contractor. A record of the vet having taken place must be kept.
16. The Board must explain to anyone being police vetted how long the information will be retained for and why. If the information needs to be kept for audit purposes, the

person who has been police vetted must be made aware of this prior to consenting to the vet.

17. The consent form, identification documents and the vetting result must be securely disposed of no later than 12 months after the release of the vetting results.
18. The Board will maintain a record of the dates on which every person has been police vetted including:
 - The date of the initial vet;
 - Date of the most recent vet;
 - When the next vet is due; and
 - Whether the results were satisfactory or unsatisfactory.
19. Overseas workers will need to provide copies of police certificates from their countries of citizenship and from any country in which they have lived for one or more years within the last ten years.
20. When a person cannot provide a police certificate, they should provide you with proof of their attempts to obtain a certificate. They should also make a statutory declaration (as per the form in [Schedule 1 of the Oaths and Declarations Act 1957](#)) that states whether they have any overseas criminal convictions or not.