

## PROCEDURE 06: POLICE VETTING AND NEW STAFF CHECKS

Vetting is the process of performing a background check on someone before offering them employment, or doing fact-checking prior to making any decision, such as parent volunteers for school camps and school trips. The vetting process may include a search for an applicant's prior convictions or jail time, checking credit references, verifying professional licenses and certifications, and tracking employment history.

Some applicants do not declare information that they believe is no longer held on record. However, the vetting process will reveal all incidents and failure to disclose any convictions, cautions and fixed penalty notices (road traffic and recordable offences) is likely to result in an application being unsuccessful with their application, terminated from the position they have been appointed to, or accepted for. This applies to staff as much as it also applies to parents and whānau.

Safety checking and workforce restrictions are one of several initiatives under the Children's Act (CA) 2014 to enhance the safety and competency of professionals who work with children and others who operate alongside children – (*also refer to Procedure 00 Pastoral Care of Students*).

### [Children's Act 2014 requirements for schools and kura](#)

Whareorino School will ensure that all employees will be appropriately registered, and police vetted. The Principal shall be the designated person for receiving Police vet information and shall be responsible for ensuring the security and confidentiality of such information.

When employing a new employee (teacher or non-teaching staff), the person must be advised that the offer of employment will be “subject to a satisfactory police vet”. At the interview, the appointment panel must explain that a “satisfactory police vet” means no convictions for sexual or physical assault, drugs or fraud. In addition, the police vet will not be satisfactory if it receives a red stamp. The person must be given the opportunity at interview to declare any convictions and given the opportunity to withdraw their application.

For teachers, Whareorino School will ask for:

- a) teacher registration number in application packs;
- b) the type of registration and expiry date;
- c) documentation of proof to validate residential address, and
- d) further proof of identity; *for example*, Driver Licence and/or Passport

Documentation that must be filled in at the appointment stage and collected by the Principal includes:

- a) School staffing appointment form for Payroll Service Centre.
- b) Teacher Registration card signed and entered in the staff register – start date at School and expiry date of registration noted.
- c) IRD form collected and filed if required.
- d) Reply to appointment letter.
- e) Inform employee about the Union and notify the site representative.
- f) For beginning teachers:
  - Application for salary assessment,
  - Produce and sign verification of qualifications,
  - Complete Beginner Teacher time allowance application.

**For all other employees, Whareorino School will require:**

1. The offer of employment must be “subject to a satisfactory police vet”. All persons must undergo a Police vetting procedure through the Education Council.
2. Permanent employees (full time and part time) must be vetted on a three-year cycle.
3. A vet form to be sent through to the Education Council within two weeks of commencement of employment for casual and temporary employees.

**For parents, guardians and whānau, Whareorino School will require:**

1. Parents who regularly volunteer, operate in the school during the school day, must be vetted on a three-year cycle.
2. Parents volunteering for special activities / events such as school camps, will be Police vetted.

**For contractors, Whareorino School will require:**

3. Existing contractors who regularly work in the school during the school day must be vetted on a three-year cycle.
4. A vet form to be sent through to the Education Council within two weeks of commencement of work for new contractors who work in the school during the school day.

The Principal will report any irregularities or undue delays in receiving completed vetting reports from the New Zealand Teacher Council to the School Board.

The Principal must adhere to the confidentiality requirements of the Police vetting procedure.



PRINCIPAL

Dated: February 1, 2022

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- [Safety checking](#)
- [Safety checking people in your service or school](#)
- [Safety checking steps](#)
- [Volunteers don't need to be safety checked](#)
- [Further information](#)