



VETTING OF NON-TEACHERS and CONTRACTORS PROCEDURE

RATIONALE:

The purpose of this procedure is to establish guidelines for:

- The screening of applicants for positions that require substantial direct contact with children and
- The procedures to be followed once a police vet has been received.

Note

- The *Education Council* vets teachers every three years when they seek renewal of their teaching registration. The cost is contained in the registration fee.
- Limited Authority to Teach (LAT) employees are treated the same as teachers. The cost is contained in the registration fee.
- Support staff must be police vetted by the school before they can be appointed. They must then be police vetted every three years.
- Every contractor and their employees who work at the school during school hours for more than a week is expected to be police vetted.
- The school will ensure that strict confidentiality is observed. The only staff member who will read the police vet is the Principal who is the school's Privacy Officer.
- The Principal will ensure that the person of the police vet receives a copy of his/her police vetting and asks the person to validate the information in the vet if there is anything incorrect or adverse. The person must be given a reasonable opportunity to validate the information before the Principal can take any adverse action.

Employment Protection Checks

- **All candidates (through application or internal appointment) for positions at the school must produce legal evidence of themselves either through their *current passport or driver's licence*.**
- **All teachers must have evidence of *Education Council* current registration including Police vet.**
- **Confirmed and accredited evidence of all formal qualifications and certificates for the interviewed candidates.**
- **A copy of these formal documents must be filed with each appointee's records.**

It is essential to ensure that the law, and all practices and procedures, including recruitment and hiring, are designed, managed and administered to provide the utmost protection for children within the education system as well as the wider community environment.

It is perhaps more important that people in the education system see beyond the system itself and recognise that the safety and welfare of the children in the education system transcends all else.

(MoE Inquiry into the Employment of a convicted Sex Offender in the Education Sector -2014)

GUIDELINES:

Preparing to Conduct a Police Vet:

All application forms for a non-teaching position must:

- Make reference to the fact that the appointment will be subject to a satisfactory police vet and have appropriate questions on matters relating to previous convictions.
- Make clear individuals will be disqualified from holding positions that require substantial contact with children if their criminal records include any of the following:
 - Past history of sexual abuse of children;
 - Conviction for any crime in which children were involved;
 - History of any violence or sexually exploitative behaviour.

Support Staff

- Information on support staff positions that is sent to candidates will include information about the requirements of police vetting. Candidates will have to acknowledge that they received and understood these requirements.
- When the decision has been made to employ a person they will be asked to complete the details found on the Police Vetting form.
- The school will complete all details and will then upload the form to the appropriate authority.
- Only the Principal will have access to the returned information.
- If the vetting is “clear” the Principal will complete the appointments procedure.
- If the vetting indicates something amiss the principal will give a copy of the police vetting to the applicant who will be asked to validate the information. That is, provide proof that the information is wrong. The person will be given two weeks to do this. The applicant should be in regular contact with the Principal to indicate progress is being made.
- If the applicant cannot disprove the police vetting, the Principal will inform the candidate that their appointment has been put aside in favour of the next applicant.

Contractors

- Contractors will be informed that they and **any employee who will be working at the school during school hours for more than a week** will be required to be police vetted and that the **completion of this and the cost shall be borne by the contractor.**
- The contractor and employees shall complete the details on the form. Contractors who refuse to complete this shall either not be used on school business during school hours or not be used at all at the Principal’s discretion. Employees who refuse will not be used at the school. The Principal will ensure this procedure is followed.
- The school shall complete their part of the form and send the form to the Police.
- Only the Principal will open the returned information.
- If the vetting is “clear” the Principal will advise the contractor accordingly and that person will inform his/her employees.
- If the vetting is adverse the Principal will give a copy of the police vet to the person who has “failed” the vetting, not necessarily to the contractor as the employer and ask him / her to validate the information. The person will be given a reasonable period of time to do this, two

weeks. The person should be in regular contact with the principal to indicate progress is being made.

- If that person cannot disprove the police vetting, the Principal will then inform that person, and his / her employer, that he / she cannot work at the school. No details need be given to the employers.

Volunteers

- Very clear, simple information sheets will be sent to all parents so they understand the need and process of police vetting. These sheets will detail what would be deemed unacceptable offences so those parents who erred in youth with minor offences will not be unnecessarily alarmed.
- **Volunteers who regularly work with students in an unsupervised position will be vetted.**
- The parent and school will complete the form and upload it to the Police.
- Only the Principal will open the returned information.
- If the vetting is “clear” the Principal will inform the parent.
- If the vetting indicates something amiss the Principal will give a copy of the police vetting to the volunteer who will be asked to validate the information. That is, provide proof that the information is wrong. The person will be given two weeks to do this. The volunteer should be in regular contact with the Principal to indicate progress is being made.
- If that person cannot disprove the police vetting, the Principal will then inform that person that he / she cannot volunteer at the school.

Police Vetting Register

The school will operate a Register of all requests made for a police vetting. The headings will include:

- Subjects name / D.O.B.
- Category (support staff, contractor, contractor’s employee, volunteer).
- Date posted to Police
- Date the result is received
- Outcome (“pass” or “fail”)
- Date the vetting expires
- Comment (for result of appeal etc).
- The Police Vetting Register will be kept on the Principal’s private Drive (Google).

Receiving a Police Vet

- Due to the sensitive nature of information a school may receive, all police vets should go directly to the Principal’s email.
- The Principal must observe strict confidentiality and share the information with only the Board as employer, and any employee tasked with handling the information.
- Applicants will be given a chance to challenge the accuracy of the information received. However until the Board receives a correction from the police, it should assume the information received is correct.
- Applicants will be given a chance to challenge the accuracy of information received within a reasonable period. Failure to do so may result in a discontinuation of the application process. However the Board must ensure that it observes the principles of natural justice and procedural fairness.
- If a vet does not reveal any criminal offences or concerns by the police then the vet may be destroyed or handed to the applicant (or contractor). A record of the vet having taken place must be kept.

- If a vet does reveal any criminal offences or concerns by the police then consideration needs to be given as to whether the information should affect employment at or access to the school.
- If after considering the nature of an individual's criminal record the Board decides nonetheless to employ the applicant, then the vet may be destroyed or handed to the applicant. A record of the vet having taken place must be kept.

Review Responsibility: *BOT Chairperson ,DP & Principal*

Date Confirmed: 27 September 2021

Board Chairperson and /or Principal: