

# NAPIER CENTRAL SCHOOL



## NAG 3.14 PERSONNEL

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### Police Vetting

#### Rationale

The Board must ensure that there are processes in place to protect children from adults who may potentially harm them whilst they are attending NCS.

#### Purpose

To ensure that the safety and welfare of the children is paramount by providing guidelines for the police vetting of adults that may have unsupervised contact with children whilst attending NCS.

#### Guidelines

1. The Principal on behalf of the BOT will maintain a confidential Police Vetting Register.
2. All registered teaching staff will be police vetted in accordance with the NZ Teachers Council procedures.
3. All non-teaching staff, outside contractors, and their employees working with unsupervised access to students within the school during school hours (9am to 3pm) will be police vetted.
4. All volunteers attending any Learning Outside The Classroom (LEOTC) event involving overnight stays or unsupervised access to children for periods of time will be police vetted prior to the event. This includes parents who attend overnight school trips or camps, but excludes parents who volunteer to transport students on day trips.
5. For all such non-teaching staff, outside contractors and volunteers, the Principal will request a police vet from the **New Zealand Police Licensing and Vetting Service Centre**.
6. Any offer of employment or contract for services for such non-teaching staff and contractors should be stated to be subject to a satisfactory police vet.
7. The vetting process is confidential and any information obtained from it is confidential.
8. The Principal will ensure that the subject of the police vet receives a copy of his/her police vet and asks the subject to validate the information in the vet if there is anything adverse. The subject must be given a reasonable opportunity to validate the information before the Principal can take adverse action (two weeks is considered a reasonable time).
9. Police Vetting records remain valid for 3 years, and must be updated as appropriate to ensure the register is current. All police vet records will be destroyed when no longer required.
10. The school will require HASCAP to demonstrate it has an equivalent policy in place for its own staff.

Reviewed 2016