

## St Gerard's School Police Vetting of all Employees Procedure



**Compassion**  
**Aroha-** Loving Relationships

“ He alone is my rock, my safety, my stronghold,  
so that I stand unwavering”  
**Psalm 62: 6**

Purpose of Procedure	Legislation reference	Guidelines to be followed	Delegations
<p><i>The Board of trustees is responsible for taking reasonable measures to protect students from harm, and ensure that all employees maintain proper standards of integrity and conduct.</i></p>	<p>Human Rights Act 1993</p> <p>Employment Relations Act 2000</p> <p>Privacy Act 1993</p> <p>Vulnerable Children's Act 2015</p>	<ul style="list-style-type: none"> <li>• All current employees will be vetted every three years.</li> <li>• A record of completed Police vetting will be maintained by the Principal on behalf of the BOT.</li>   <li>• When appointing a new permanent employee a satisfactory police vet will be obtained before an appointment is confirmed.</li>   <li>• Job application forms will include a consent form for vetting, an explanation of the legislative requirements and the process of confidentiality. All persons vetted will have the opportunity to check and respond to the information given in the police vet. It is the responsibility of the applicant to resolve any disputes with the appropriate agency. e.g police.</li>   <li>• When a person has been employed on a casual or temporary basis at the school they must be vetted within two weeks of their first day of employment. If the Principal marks the request <b>URGENT</b> it should be completed within 24 hours</li> </ul> <p><b>Emergency vetting</b> The 'urgent' provision should help alleviate concerns about placing Teacher Aide/ teacher support in a timely way, so that no child is excluded from school.</p>	<p>Principal</p> <p>Appointments Committee</p> <p>Appointments committee</p> <p>Principal</p> <p>Principal</p>

		<p>the steps to follow:</p> <ol style="list-style-type: none"> <li>1. Fill in the application form and mark the new core worker square with a tick if applicable.</li> <li>2. Send a separate email to <a href="mailto:Queryme.vetting@police.govt.nz">Queryme.vetting@police.govt.nz</a> – listing the application number and asking for urgent service, with reasons.</li> <li>3. If the request is for several teacher aides then include the School name and the name of the applicants.</li> </ol> <ul style="list-style-type: none"> <li>• Any contractor and their employees who regularly work at the school during the school day, will need to be vetted.</li> <li>• Any contractor coming onto the premises must identify with the Principal, that they are police vetted through their company.</li> <li>• The police vet will be sent to the Principal. The Principal vet will be sent to the Board of Trustees Chairperson. The person vetted has opportunity to validate the information contained on the vet. Three working days are allowed from persons receipt of information for validation. If the vet does not reveal any criminal concerns by the police then the vet will be destroyed or handed to the employee or contractor.</li> <li>• If the vet reveals criminal offences or concerns by the police then consideration needs to be given as to whether the information should affect employment.</li> </ul> <p>The Appointment Committee needs to consult STA Link 2002/14, The Catholic Education Office and/or NZSTA Personnel/ Industrial Relations Advisor before any action is taken. A record ( as above) must be kept.</p>	<p>Principal</p> <p>Principal</p> <p>Police/Principal</p> <p>Appointments committee</p>
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Reviewed : July 2015

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