

POLICY

BLOMFIELD SPECIAL SCHOOL & RESOURCE CENTRE POLICE VETTING POLICY

RATIONALE:

- Blomfield School Board of Trustees is responsible for taking reasonable measures to protect students from harm so that students are not exposed to an unacceptable risk by persons with whom the school causes them to come into contact. (NAG 5)

PURPOSE:

- As part of our responsibility to ensure the safety of our students we undertake police vetting (Children's Act 2014, Education and Training Act 2020, Health and Safety Work ACT 2015)

GUIDELINES:

When deciding who to police vet we are guided by the Ministry of Education -*What checks do I need to undertake for adults coming into my school?* See attached.

- The vetting of teaching staff is the responsibility of the Teachers Council.
- All non-teaching staff, contractors and their employees who regularly work at school during school hours must be police vetted. Should it not be possible to police vet these roles within a timeframe the person must not have unsupervised access to students.
- If an employee is charged or convicted of a crime during their employment they must inform the principal.
- In some instances the school may choose to accept some or all the safety checks carried out by other organisations (e.g. Transport providers, Teacher Training Organisations, Public Health Nurses) We do not accept Police vets supplied by individuals.
- All volunteers with the opportunity for unsupervised access to students will be Police vetted. Should it not be possible to police vet a volunteer within a timeframe the person must not have unsupervised access to students.
- Police vetting is not required for volunteers who do not have the opportunity for unsupervised access to students or contractors who do not regularly work in the school or do not work during the school day.
- To be appointed to the Board of Trustees, Candidates must meet the eligibility requirement of the Education and Training Act 2020. Candidates are also ineligible if they have a Schedule 2 offence under the Children's Act 2014.

- The Board of Trustees delegates to the Principal oversight of the following responsibilities:
 - the completion and signing of Police Vetting forms by the applicant, including obtaining these from overseas.
 - sighting and approving appropriate and accepted identification, including photographic verification of the applicant's identity.
 - receiving and evaluating the completed vet.
 - ensuring records of completed police vets are stored securely.
- The Act also requires that Police vets be carried out on existing employees.
- Section 2 of the Vulnerable Children's Act 2014 requires that a further vet must be conducted on or about the third anniversary of the previous vet.
- Job applicants, contractors and their employee's privacy and rights to be treated fairly must be respected at all times during the vetting process.
- All job offers and appointments are subject to a satisfactory Police vet.
- The need to obtain a Police vet must be explained to the person involved during the job interview process. A contractor or employee may choose to decline a Police vet and not continue with the job application or work.
- In some instances a Police vet is not available, this is where releasing the information would be likely to prejudice the maintenance of the law (see section 54I(1)(b) of the Vetting Bill). This means the police vet does not meet the Board requirements as required under internal legislation i.e. the Children's Regulations 2015 and the Education and Training Act 2020.
- If a Police vet raises concerns it is up to the Principal to decide if the information gained indicates that they must act. Considerations for evaluating a negative Police vet include:
 - the seriousness of the offence;
 - how long ago the offending took place;
 - whether a sentence was imposed;
 - whether it was it a one off incident or a pattern of offending;
 - whether it was related to an employee/contractor role in a school.

Concerns raised by 'Red Stamp' – indicate that the Police have concerns about the person working with children.

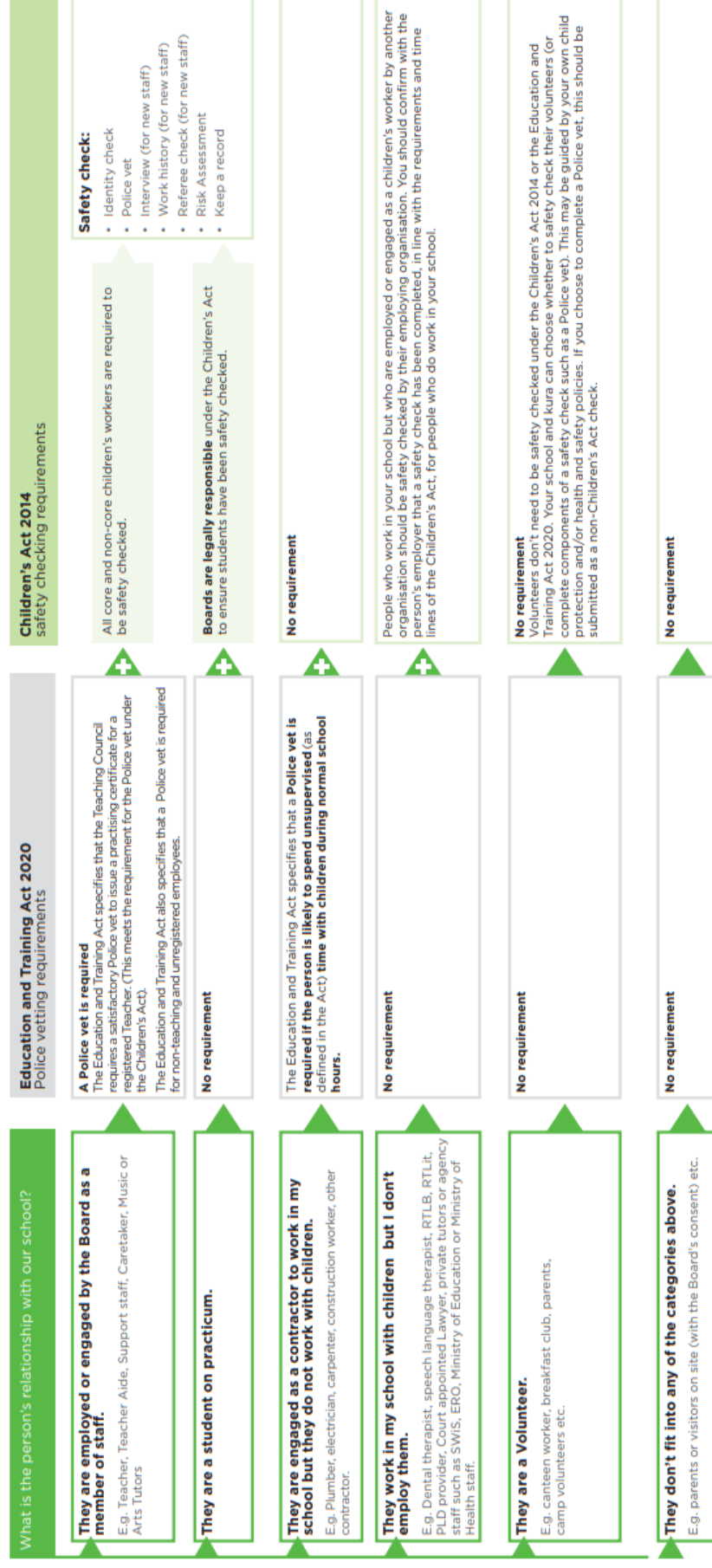
- Relevant offences: individuals will be disqualified from holding positions that require direct contact with the children, if they have convictions for any crime in which children were involved, a history of any violence or sexually exploitative behaviour.

Reviewed & Adopted by the Board of Trustees: 14 November 2019

Reviewed & Adopted by the Board of Trustees: 18 September 2025

What checks do I need to undertake for adults coming into my school or kura?

This resource gives an overview of the safety checking and Police vetting requirements (if any) of the Education and Training Act 2020 and the Children's Act 2014 (CA) in relation to the adults coming into your school or kura.



The Health and Safety at Work Act 2015 has no additional Police vetting or safety checking requirements for adults in your school or kura.

Download other resources: <http://www.education.govt.nz/safety-checking-workers-and-child-protection-policy-for-schools-and-kura>

- *Safety checking new and existing employees*
- *Safety checking trainees on practicum*
- *Safety checking relieving teachers*

Safety checking requirements can be found in Section II and III of the Children's Act 2014. <http://www.legislation.govt.nz>

More information about safety checking can also be found on the Oranga Tamariki website at <https://www.orangatamariki.govt.nz/working-with-children/childrens-act-requirements/safety-checking/>

This resource does not constitute legal advice and you should obtain your own legal advice on any matter relating to the Children's Act 2014