

# MAHANA SCHOOL PROCEDURE

## POLICE VETTING

The Teachers 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.

Contractors (*and their employees*) who are required to work at the school on an ongoing basis during school hours are expected to provide evidence of police vetting within the last three years. No contractor may work at school without presenting to the principal a clear police vetting form. Only the principal will sight the returned information.

*It is school policy for volunteers at this school to be police vetted if they are in a situation that requires them to be left alone with children for more than thirty minutes. The cost of the police vetting will be born by the school and built into the expense of any trips.*

Parents who volunteer to transport students on day trips will not be police vetted.

The school will ensure that strict confidentiality is observed (s78 CB [3]). The only staff member who will read the police vet is the principal (the “requestor”).

The principal will ensure that the subject of the police vet receives a copy of his/her police vetting and asks the subject to validate the information in the vet if there is anything incorrect or adverse. The subject must be given a reasonable opportunity to validate the information before the principal can take adverse action.

### Support Staff

1. 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.
2. When the decision has been made to employ a person they will be asked to complete Police Vetting details.
3. The school will complete all details and payments online.
4. ONLY the “requestor” - the principal will sight the returned information.
5. If the vetting is “clear” the principal will complete the appointments procedure.
6. If the vetting indicates something is 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 a reasonable period of

time to do this. Two weeks is considered a reasonable time. The applicant should be in regular contact with the principal to indicate progress is being made.

7. 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.

### **Police Vetting Register**

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

Subject's name/D.O.B.

Category (*support staff, contractor, contractor's employee, volunteer*).

Date requested to police.

Date the result is received.

Outcome ("*pass*" or "*fail*").

Date the vetting expires.

Comment (*for results of appeal etc*).

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