

Police Vetting Policy

The Board of Trustees procedures for police vetting will be:

1. The requirements of the Vulnerable Children's Act for Core and Non-Core employees will guide Fairburn School's Police Vetting processes.
2. All employees will be Police Vetted every 3 years or earlier if there is reason to believe this is necessary.
3. For Core Employees who hold a teachers practising certificate, this will be part of the renewal process and undertaken by the Education Council of NZ.
4. For Non-Core workers, Police Vetting processes will be the responsibility of the principal.
5. The board's policy will be implemented as part of the broader HR processes for the school.
6. Before a new non-teaching (non-core) employee is offered a position at the school, they will be required to agree to be Police Vetted to enable us to proceed with an offer for the position.
7. The letter of offer will specify that the job is conditional upon the result of the Police Vet.
8. The Principal will arrange for the completion, payment and forwarding of the vet application.
9. The vet will be returned to the Principal for processing at school level.
10. The receipt of a "clear" vet and the renewal date will be recorded on the personnel form and filed.
11. In the case of a vet with a "result" (which identifies a record of any convictions or other matters of interest to the police) the copy of the vet will become part of the confidential information held in the individual's personal file.
12. Access to this information will be limited to those with an entitlement and a specific reason to view the file or a specific document.
13. The position offered will be confirmed by the Board within the following guidelines:
 - A vet that reveals no convictions or convictions that have no relevance to the job description will be accepted and the appointment approved.
 - An offer of employment may be withdrawn based on
 - a conviction for violence,
 - conviction for sexual offences – especially where children are involved,
 - a conviction for drug offences that involves a term of imprisonment
 - a drug offence involving penalties other than a prison term,
 - any convictions or information that is detrimental and/or that has not been disclosed on request in the application form,
 - a conviction for theft or dishonesty,
 - a conviction for fraud.

At the discretion of the Board of Trustees following advice from the Principal.

Before giving advice to the Board, the Principal will consider:

- the timeframe around the convictions including guidelines around the conditions of the Clean Slate Act
- that the person has not re-offended over time (ref Clean Slate Act),
- the job and the significance of the offence in relation to it,

- If the vet is returned with a “result” indicated, the offer will be withdrawn until the applicant supplies sufficient detailed information clearly outlining the reasons for the “result”.
- At this point, the Board will make a decision on the offer taking in to consideration the information supplied to the principal. The decision of the Board will be based on “fairness and justice” for the individual and what is in the best interests of the school and the safety of students and staff in each specific case.

14 All contractors working at the school on a regular basis during school hours will be required to provide the principal with their police vetting policy and guidelines and supply evidence of that the specific employee has been vetted and the outcome (result or no result) as confirmation.

- The board of trustees reserves the right to require contractors to be Police Vetted by the Principal for any reason if needed.