



## GOVERNORS BAY SCHOOL

### Police Vetting Procedure

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#### **Purpose:**

The Board meets the requirements of police vetting through the following procedures.

#### **Procedures:**

##### Teachers' Council

- vets teachers every three years when they seek renewal of their teaching registration. The cost is contained in the registration fee.
- issues Limited Authority to Teacher (LAT) employees are treated the same as teachers. The cost is contained in the registration fee.

##### School Management

- is responsible for vetting or viewing checks carried out by contractors working on site.
- support staff are police vetted by the school before they can be appointed. They must then be police vetted every three years.
- will not police vet parents who volunteer to transport students on day trips. 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"*).
- 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 the details found on the Police Vetting form.

3. The school will complete all details and will then post the form and enclosed cheque to the appropriate authority.
4. ONLY the “requestor” – the principal – will open the returned information.
5. If the vetting is “clear” the principal will complete the appointments procedure.
6. If the vetting indicates something 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.

**Contractors:**

1. Contractors will be informed that they and any employee who will be working at the school during school hours will be required to be police vetted and that the cost shall be borne by the contractor.
2. The contractor and employees shall complete the details on the form. Contractors who refuse to complete this shall either not be used on school business during school hours or not be used at all at the Principal’s discretion. Employees who refuse will not be used at the school. The contractor will ensure this procedure is followed.
3. The school shall complete their part of the form and send the form to the Police with the contractor’s cheque.
4. ONLY the “requestor” – the Principal – will open the returned information.
5. If the vetting is “clear” the principal will advise the contractor accordingly and that person will inform his/her employees.
6. If the vetting is adverse the principal will give a copy of the police vet to the person who has “failed” the vetting (*not necessarily to the contractor as the employer*) and ask him / her to validate the information. The person will be given a reasonable period of time to do this, say, two weeks. The person should be in regular contact with the principal to indicate progress is being made.
7. If that person cannot disprove the police vetting, the Principal will then inform that person, and his / her employer, that he / she cannot work at the school. No details need be given to the employers.

**Volunteers:**

1. Volunteers will be vetted at school expense. The Principal will be responsible for decisions about vetting volunteers if he/she considers that a period of “vulnerability” or a “window of opportunity” exists during contact time.

2. The Principal will provide an information sheet to all parents who are selected for police vetting. This is so they understand the need and process of police vetting. These sheets will detail what would be deemed unacceptable offences so those parents who erred in youth with minor offences will not be unnecessarily alarmed.
3. The parent and school will complete the form and send it to the Police with the school cheque.
4. ONLY the requestor – the Principal – will open the returned information.
5. If the vetting is “clear” the Principal will inform the teacher organising the trip/camp and the parent.
6. If the vetting indicates something is amiss the principal will inform the parent and discuss that person’s options: either to provide proof that the information is wrong or to withdraw from the trip or camp. At this stage the teacher in charge of the trip or camp will **not** be informed (*see 7 below*). If the parent opts to prove the information is wrong, the parent may have a reasonable period of time to do this, say, two weeks. It is important to know how much time there is between getting the report of the police vetting and the actual date of the trip or camp.
7. If the parent proves that the information is wrong and the original vetting report is amended the parent will be informed that they can continue with the trip/camp. If the parent cannot disprove the original vetting report then teacher in charge of the trip or camp will then be informed.

### Police Vetting Register

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

1. Subjects name / D.O.B.
2. Category (*support staff, contractor, contractor’s employee, volunteer*).
3. Date posted to Police
4. Date the result is received
5. Outcome (*“pass” or “fail”*)
6. Date the vetting expires
7. Comment (*for result of appeal etc*).

### REVIEW STATUS:

Signed (BOT Chairperson)	DATE	REASON	REVIEW DATE
	____ / ____ / ____		
		<b>BOT REVIEW</b>	<b>April 2010</b>
		<b>NEXT REVIEW</b>	<b>June 2012</b>