

## **Police Vetting for Non-Teachers policy (West End School)**

### **Vetting school employees and volunteers**

West End School is required to police vet certain school employees. This is not a complete background check and is one part of a robust recruiting and screening process for employees and volunteers.

The school's board of trustees or school management is responsible for applying for police vets, and for verifying the identity of the applicant. The school cannot use a vet supplied by an applicant or a previous employer.

Police vets are handled confidentially, including applying for and receiving the vet, and storing the results. Only those requiring the information can access it, and it is destroyed when no longer needed.

This procedure applies to all non-teachers, including:

- support staff
- contractors and their employees
- volunteers including sports coaches

See: [Vetting Requirements](#)

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Volunteers (e.g. parents and members of the school community) are not required to be vetted, although the school board or management may choose to do so. At West End School, we police vet parent volunteers for camp or overnight activities.

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### **Vetting process**

*"Applicant" refers to a person seeking employment, or offering to volunteer at the school. The **vetting process** requires schools to be registered with the New Zealand Police before a vetting request can be submitted.*

1. Tell the applicant they will be vetted and offer to explain the process.
2. Give the applicant the correct vetting form (Section 2 of the **Request and Consent Form**). See New Zealand Police **Forms and Guides** .
3. Applicant returns the completed vetting form to the school, where it is handled confidentially.
4. Submit the vetting request **online**.
5. Receive and review the result of the vet.
6. Allow the applicant the opportunity to view and correct the information supplied by the police.
  - The applicant should take up any discrepancies directly with the police.
  - Do not take any adverse action until the person has validated the information in the vet.

### **Applicant passes vet**

If the applicant passes the vet, continue with the appointment procedure / note this on their volunteer record.

### **Applicant has a police record**

If the applicant has a police record, **review it** and decide how to proceed. Depending on the nature of the record, you may choose to offer them the opportunity to explain the result, and if satisfied, may continue with the appointment procedure or allow them to volunteer at the school.

Signed:  .....(Board Chair)

Date: 26/11/18 .....

Name: Tim Dale .....

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