



# The Catlins Area School

## Currently under review

We are reviewing this policy for its content and how well the school implements it. To share your comments and rate its implementation, click the "Start your review" button.

## About the review process

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## Police Vetting

The Catlins Area School completes police vetting as part of our responsibility to ensure the safety of our students (Children's Act 2014, Education and Training Act 2020, Health and Safety at Work Act 2015). Also see [Safety Checking](#).

## Who we police vet

At The Catlins Area School we police vet all employed **▶ children's workers (core and non-core)** as required by the Children's Act. The Children's Act (s 23) defines children's workers as those working in, or providing, a regulated service that may involve regular or overnight access to a child/children without a parent/guardian present.

As required by the Education and Training Act, we also police vet certain people who do not meet the definition of a children's worker but who could come into contact with students at the school. This may include:

- non-teaching staff who are employed, or are applying to be employed, at the school during normal school hours, who are not registered teachers or holders of a limited authority to teach (LAT)
- contractors and their employees who may have **▶ unsupervised access** to students at the school during normal school hours
- volunteers, board candidates, and others, as we determine necessary.

When deciding who to police vet, we are guided by the Ministry of Education – see [What checks do I need to undertake for adults coming into my school or kura?](#) .

To support the safety and wellbeing of our international learners and meet Code of Practice requirements, we police vet all residential caregivers (and all adults over the age of 18 who live at the address), and may police vet supervisors and temporary accommodation employees.

The Teaching Council police vets teachers as part of registered teachers gaining a practising certificate, or unregistered and uncertificated teachers gaining a limited authority to teach (LAT). See [Teaching Staff](#).

## Non-teaching staff


We are required by the Children's Act 2014 to police vet non-teaching staff who meet the definition of a children's worker. We are also required by the Education and Training Act (Schedule 4, clause 9) to police vet non-teaching staff who are employed, or applying to be employed, at the school during normal school hours, and who are not registered teachers or

holders of a limited authority to teach (LAT). We complete a police vet and risk assessment before non-teaching staff start work at the school and then every three years.

## Contractors

As required by the Education and Training Act (Schedule 4, clause 10), we police vet contractors and sub-contractors, including their employees, if they are likely to have unsupervised access to students at school during normal school hours.

- We complete a police vet and risk assessment before they have, or are likely to have, unsupervised access to students.
- We verify the identities of contractors, sub-contractors, and their employees before allowing them unsupervised access in order to ensure they are the person who was vetted and approved.
- If the contractor is an Argest or Network for Learning contractor, we may obtain the police vet directly from Argest or Network for Learning.

The board is responsible for determining the conditions of access for contractors. For school construction projects we create a school access plan to determine how and when contractors will access the school, and which workers will require a police vet. See [School property contractors](#)  (Ministry of Education).

Also see [Contractors Working at School](#).

## Volunteers

Volunteers are not legally required to be police vetted, although the school may choose to do this as we determine necessary. At The Catlins Area School, we police vet parent volunteers for camp or overnight activities. We risk assess volunteers as per safety checks policy for transport. Also see [Volunteer Involvement](#).

## Board candidates

To be appointed to our board, candidates must meet the eligibility requirements of the Education and Training Act 2020 (Schedule 23, clauses 9–10). Candidates are also ineligible if they have a Schedule 2 offence under the Children's Act 2014. At our school, we police vet board candidates. See [Board Responsibilities](#).

## How we police vet

At The Catlins Area School the board delegates the police vet process to the principal. The board remains accountable for decisions made about access and supervision.

When police vetting a person, we:

- tell them they will be vetted, explain the process (including how long their information will be kept for and why), and obtain their consent
- determine which **category** (core or non-core) a worker belongs to based on their role at The Catlins Area School (if the distinction is unclear, we consult NZSBA and/or seek legal advice)
- give them the opportunity to view and validate the information received in the police vet report or to contact the police if they disagree with this information
- complete a risk assessment to determine whether they could pose a risk to the safety of students – see [Safety Checking](#).

In some instances, the school may choose to accept some or all of the components of a safety check carried out by other organisations (e.g. relieving agencies, teacher training providers, transport service providers) on behalf of the school, or as part of that organisation's own certifying, enrolment, or employment processes. This may include police vetting. See [Safety Checking](#).

We do not accept police vets supplied by individuals, with the exception of prospective children's workers who have been [▶living overseas](#) and are not registered teachers.

## Record keeping

The school maintains a detailed record of all police vets and risk assessments. All police vetting and risk assessment information is kept confidential and managed according to our privacy and records retention policies. See [Privacy Policy](#) and [School Records Retention and Disposal](#).

We keep the following information according to the School Records Retention and Disposal Schedule:

- a record of the person's name, the dates of their initial and most recent police vet, details of our risk assessment, and the date their next police vet is due
- the vet received from the police (which may be a digital file)
- any assurances and risk assessment information if the police vet was carried out by another organisation.

The above police vetting records are kept securely for audit purposes for seven years from the date of the last action. They can then be destroyed, with permission from the board. If unsure, we consult NZSBA or seek legal advice before destroying records.

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The principal assures the board that any non-teaching staff (who are not registered teachers or holders of a limited authority to teach) are police vetted, and any contractors and their employees have been police vetted if they may have unsupervised access to students during normal school hours. The principal confirms that police vets have been completed every 3 years. See [Review Schedule and Board Assurances](#).

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## Related topics

- [Safety Checking](#)
- [Board Responsibilities](#)
- [Volunteer Involvement](#)
- [EOTC Supervision](#)
- [Contractors Working at School](#)
- [Child Protection](#)
- [Privacy Policy](#)
- [Stages of Appointment](#)

## Legislation

- Children's Act 2014
- Education and Training Act 2020
- Health and Safety at Work Act 2015
- Privacy Act 2020

## Resources

- New Zealand Police | Nga Pirihimana o Aotearoa: [NZ Police Vetting Service](#) 
- Ministry of Education | Te Tāhuhu o te Mātauranga:
  - [Police vets for schools and kura](#) 
  - [Risk assessments after a Police vet](#) 
  - [Who needs to be safety checked at school](#) 

- [Child protection in schools](#) 

#### Hei mihi | Acknowledgement

SchoolDocs appreciates the professional advice of the Anderson Lloyd legal team (Dunedin) in reviewing this policy.

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<b>Last review</b>	Term 2 2024
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