



# Timaru Christian School Procedures

## PS9 - Teacher Registration and Police Vetting

All teachers and principals employed by the school for more than ten days must be registered by the New Zealand Teachers Council. Teachers are responsible for renewing their registration every three years.

The Teachers Council vets teachers as part of the renewal of their registration, but the school must apply for police vetting of non-teachers

The school maintains strict confidentiality throughout the process, sharing the vetting information with the person concerned only.

### Vetting Requirements for Teachers

Who?	Who by?	How often?	Who pays?
Teachers and Limited Authority to Teacher (LAT) employees	Teachers Council	Every three years when they seek renewal of their teaching registration.	The cost is contained in the registration fee.

### Vetting Requirements for Non Teachers

**Note:** Employers are not required to vet staff who do not work during normal school hours or service opening hours.

Who?	How often?
Support staff	Before they are appointed and then every three years.
Contractors (and their employees) if they have, or are likely to have, unsupervised access to students at school during normal school hours or opening hours.	<p>The definition of unsupervised access, as defined in the Education Act, is as follows:</p> <p>Unsupervised access to students, in relation to a school, means access to any student on the school's premises that is not access by, or supervised by, or otherwise observed by, or able to be directed (if necessary) by, any one or more of the following:</p> <ul style="list-style-type: none"> <li>▶ a registered teacher or holder of a limited authority to teach</li> <li>▶ a an employee of the school on whom a satisfactory Police vet has been conducted within the last 3 years</li> <li>▶ a parent of the student.</li> </ul> <p>For a permanent position, before they start, and then every three years. For a temporary position, within two weeks of their start date.</p>



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## **Apply for Police Vetting for Non Teachers**

This applies to all non teachers, including support staff and contractors and their employees. Police vetting is not a complete background check and should be used as part of a robust recruiting and screening process.

**Note:** This process does not apply to parent volunteers. Parent volunteers, including camp parents, are not required to be vetted, although the school board or management may choose to do so.

It is the board or management's duty to apply for the vet; a vet supplied by the person concerned, or obtained from a previous employer cannot be used.

The school applies to the police to receive vetting services, and is provided with the correct Consent to Disclosure of Information forms. Board or management are also responsible for verifying the identity of the person concerned.

Vetting can only be carried out with the consent of the applicant given on the correct form. Applicants should be told they are to be vetted and offered an explanation of the process.

Completed vetting requests are returned to the organisation and are dealt with in confidence.

If the person passes the vet, go on with the appointment procedure.

If the person 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.

Consider:

- The nature of the offence and relevance to employment.
- The length of time since the crime was committed.
- The person's age and maturity now, compared with when the crime was committed, the seriousness of the crime, e.g., length of sentence, use of a weapon, the circumstances at the time of violent behaviour.
- The pattern of crime, e.g., a short spate may indicate a "phase" but a regular pattern may indicate continuing inappropriate behaviour.
- The proximity of the person undergoing vetting to the vulnerable person(s). That is, are they likely to have unsupervised access to these vulnerable people?

The subject of the vet should be given the opportunity to view and correct the information supplied by the police, and should take up any discrepancies directly with the police. No adverse action should be taken until the person has validated the information in the vet.

Confidentiality must be observed for police vets: in applying and receiving the vet, and in storing the results. Only those requiring the information should be able to access it, and it should be destroyed when no longer needed.