

NORTHLAND SCHOOL

Health and Safety/Personnel Procedures Safety Checking and Police Vetting



All students of Northland School have the right to be in a safe physical and emotional environment. In accordance with the Education Act 1989, the School is responsible for taking all reasonable steps to ensure that employees and contractors are free of relevant, previous criminal convictions.

Safety Checking Procedures

All employees will be safety checked through:

- Identity Confirmation
 - NZ Passport or NZ Full Birth Certificate with unique ID number
 - NZ Drivers Licence or Community Services Card or IRD number
- Risk Assessment
 - Documentation
 - Chronological summary of applicant's work history for previous 5 years
 - Transcripts and proof of qualifications – these should be checked if possible
 - Interview
 - Consider whether pose a threat to children
 - Consider applicant's attitude to child safety
 - Reference Checking
 - At least 1, preferably 3, referees not related
 - Use landline or work number

Police Vetting Procedures

- All teaching staff (including the Principal) will be currently registered teachers and will therefore have been police vetted through the Teaching Council.
- Any non-teaching staff member who works during normal school hours will be police vetted through the NZ Police Vetting Service.
- Any contractor or employee of a contractor who has, or is likely to have, unsupervised access to students at Northland School during normal school hours will be police vetted.
- Any tutor who works with students at the School during normal school hours will be police vetted.
- Any parent who stays overnight as part of a school camp will be required to be police vetted through the NZ Police Vetting Service.
- A police vet will be obtained before any person who is required to be vetted has, or is likely to have, unsupervised access to students.
- The Principal, as the School's Privacy Officer, has the authority to request and receive a police vet. Upon receipt of the results of a police vet, the Principal will make a

recommendation to the Board. If a vet is not satisfactory, the Board Chairperson will be involved in the decision-making process.

- Any offers of employment are subject to a “satisfactory” police vet as defined by NZ School Trustees Association.
- All police vets will be repeated every three years unless the person concerned is no longer in a role that is required to be vetted.
- Results of police vetting will be treated on a strictly confidential basis and access to this information will generally be restricted to the Principal and the person concerned.
- Any information pertaining to a police vet will be stored securely and retained only for as long as it is required. A record of the date of the vet having taken place will be kept.
- Where Northland School students are taught by external providers (eg Kelly Sports, Technology) the school will seek confirmation that the organisation has undertaken the required safety checking.