

Date: August 2007

Updated: February 2017

TOPIC: 5.16 Police Vetting for Staff and Contractors

Rationale

The Education Act 1989 amended by the Education Standards Act 2001 now requires that

"Before appointing a person who is not a registered teacher or holder of a limited authority to teach to a position at a school, the Board of the school must obtain a police vet of the person from the Education Council."

The act will also apply to contractors who regularly work at the school during hours of operation.

Purpose

The purpose of police vetting is to minimise the likelihood of more vulnerable members of the community e.g. children being put at risk by individuals who may have displayed behaviour that could be detrimental to others' safety and well being. The associated risks are to be identified as part of the employment process.

Guidelines

1. **Vetting Employees**
 - 1.1 Employees or prospective employees must be vetted in the following situations
 - i. When appointing a new permanent support staff employee a satisfactory police vet will need to be obtained before an appointment is confirmed
 - ii. Teaching staff holding teacher registration will have been vetted during the registration process. However, the College will require a completed police vet for all new teachers at the College as part of their employment process.
 - iii. When a person has been employed on a casual or temporary basis at the school they must be vetted within 2 weeks of their first day of employment
 - iv. All current employees must have their police vets renewed every 3 years
2. **Satisfactory Vet**
 - 2.1 A 'satisfactory' vet is one that does not contain convictions/information that:
 - i. indicates that a person will jeopardise the safety of young people
 - ii. indicates that the person will be a harmful example for young people
 - iii. indicates that a person is not suitable for a particular job
3. **Relevant Offences**
 - 3.1 The offences that the College may consider relevant are based on the nature of the position held.
 - 3.2 They may include but are not limited to:
 - i. past history of sexual abuse of young people
 - ii. conviction of any crime where children are involved
 - iii. history of any violence or sexually exploitive behaviour
 - iv. drug related offences
 - v. fraud or misappropriation offences
 - vi. a regular pattern of misdemeanours
 - vii. repeated driving offences
 - 3.3 The decision as to whether an employee is suitable or not for a given position remains with the employer.
 - 3.4 In making this decision the College might need to consider the following when assessing the results of the police vet
 - i. the nature of the offence and relevance to employment
 - ii. length of times since the crime was committed
 - iii. age and maturity now as compared to when the crime was committed
 - iv. the seriousness of the crime
 - v. the length of sentence
 - vi. use of a weapon
 - vii. circumstances at the time of violent behaviour
 - viii. pattern of crime
 - ix. proximity of the person to the vulnerable person(s)
4. **Vetting Contractors**
 - 4.1 Contractors and their employees that regularly work at the College during the school day for more than 2 continuous weeks will need to be vetted. The criteria for a satisfactory vet as outlined in 2 and 3 above will apply to contractors.

5. **Confidentiality**

5.1 The information gained in the vet is confidential and should only be read by the Director of Human Resources and/or the Headmaster.

5.2 Official information on the police vetting form must be destroyed to comply with privacy requirements.

5.3 Records that the vet has been undertaken and is satisfactory must be maintained.

Procedures

1. When an employment agreement or contract is offered a police vet must be requested by the Human Resources Department using the Education Council application form
2. Prospective support staff employees and contractors must authorise a consent to disclosure of information form (Police Vetting Form) which will be included in the job offer pack issued by Human Resources.
3. The Director of Human Resources will be the nominated person to process and access Police Vetting information on-line.
4. Job offers will be conditional until the police vetting has been completed.
5. When a satisfactory vet has been approved the employee's position will be confirmed in a letter issued by Human Resources
6. Records that the police vet has been undertaken and is satisfactory will be maintained by Human Resources.
7. Where the Police Vet yields information that is of concern as outlined in the criteria in 2 and 3 above the Director of Human Resources will discuss the concerns with the Headmaster and a decision will be made as to whether the employee or contractor will work in the College.