Police Vetting for Non-Teachers
Procedures

Police vetting is part of the safety checking process our school or must do when employing or engaging staff. This is a requirement of both the Education Act 1989 and the Children Act 2014. This is not a complete background check and is one part of a robust recruiting and screening process for employees and volunteers.

A police vet is a search of the information held by New Zealand police about an individual. It checks for a criminal history and may also provide other information about that person held by the police. If a new offence under the Children's Act 2014 comes to the attention of NZ Police after the vet results have been issued for an individual, they're able to contact the employing or contracting organisation who obtained the vet to alert them to this new information.

Our Board of Trustees and School Principal 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.

Volunteers (e.g. parents, breakfast club, learning support) are not required to be vetted, although at Kahurangi School we have decided to police check our regular volunteers who are not parents or are not related to our tamariki e.g. members from our wider community. At Kahurangi, we also police vet volunteers for camp or overnight activities.

The vetting process

1. When a vet check needs to be done; Police vets must be obtained as part of the broader safety check required under the Children Act 2014 before the person starts work. Police vets must be renewed every 3 years.
2. We must get the agreement of the person to be vetted first. We should explain to the person being vetted how long the information will be kept and why, and give them the NZ Police Vetting Service Request and Consent Form to complete and sign.
3. Overseas workers should request copies of police certificates from their countries of citizenship and from any country in which they have lived for 1 or more years within the last 10 years.
4. Using vetting information; It's up to our school to decide how we use the information in a police vet when deciding whether to recruit a person. The exception to this is if the police vet shows that a person has been convicted of an offence specified under the Children Act 2014.
5. We must keep all police vets confidential and manage vetting information in accordance with the:
   - Privacy Act 1993
   - Public Records Act 2005

- MOE Circular 2006/19

6. Our school can't share a police vet and can't accept police vetting information from other agencies because vetting results are intended for the requesting agency only and are based on information the school supplied about the role the person is fulfilling, or being recruited for, at the time.

7. There are some exceptions where we can rely on police vetting as part of a safety check, completed by other agencies as part of their own certifying, enrolment or employment processes. We are not required to request a police vet for a teacher (including a principal or relief teacher) who has been issued a current practicing certificate or limited authority to teach (LAT) by the Teaching Council of Aotearoa New Zealand (Teaching Council). We are also able to rely on confirmation of police vetting and other components of a safety check for relief teachers supplied by an agency and confirmation from Initial Teacher Education providers and other tertiary organisations when hosting their students on practicum.

The attached Ministry of Education table will help us determine what level of safety checking and police vetting is required for non-teachers. [What checks do I need to undertake for adults coming into my school and kura?](#)

Resources:

- New Zealand Police: Vetting
- Ministry of Education Guidance

Review:

- Next review Term 1, 2023