



## Fairfield School - Police Vetting Policy

Updated May 2016

### Rationale:

The Education Standards Act [2001] has made it compulsory for schools to vet all **support staff** and contractors [under certain conditions]. The Teachers Council vets teachers every three years when they seek renewal of their teaching registration. The cost is contained in the registration fee. Limited Authority to Teacher [LAT] employees are treated the same as teachers. The cost is contained in the registration fee.

The Vulnerable Children Act 2014 states that all children's workers must be police vetted as part of a safety check. A children's worker is anyone whose work involves regular or overnight contact with children and who undertakes this work without parents or guardians being present.

At Fairfield School this includes parents helpers for camps or overnight trips, coaches of our sports teams, and volunteers who regularly spend time with children.

### Goal / Purpose:

To keep children safe from adults who might harm them.

### Guideline:

- Support staff must be police vetted by the school before they can be appointed. They must then be police vetted every three years.
- Every contractor [and their employees] who works at the school during school hours and who will have unsupervised access to children must be vetted and the vet is to be completed before work starts.
- Volunteers at this school will be vetted if they are in a situation that requires them to be left alone with children for more than thirty minutes. This includes parents who accompany school field trips and/or camps.
- Parents who volunteer to transport students on day trips will not be police vetted.
- The school will ensure that strict confidentiality is observed. The only staff members who will read the police vet is the Principal and the Office Manager.
- The Principal will ensure that the subject of the police vet receives a copy of his/her police vet and asks the subject to validate the information in the vet if there is anything adverse. The subject must be given a reasonable opportunity to validate the information before the Principal can take adverse action.
- The school will maintain a Police Vetting Register.

### Procedural Guidelines:

#### A: Support Staff.

- Information on support staff positions that is sent to candidates will include information about the requirements of Police Vetting.
- When the provisional decision has been made to employ a person they will be asked to complete the details found on the Police Vetting form.
- The school will complete all details and will then post the form and enclosed cheque.
- The Principal and/or the Office Manager will open the returned information.

- If the vetting is satisfactory the Principal will complete the appointments procedure.
- If the vetting indicates an issue of concern, the Principal will give a copy of the police vet to the applicant who will be asked to validate the information (within a 2 week period).
- If the applicant cannot satisfactorily disprove the police vet, the principal will inform the candidate that he/she cannot be appointed.

#### **B: Contractors.**

- Contractors will be informed that they, and any employee who will be working at the school during school hours and have unsupervised access to children, will be required to be police vetted.
- The Contractor will be responsible for ensuring that all employees comply with this requirement.
- The Contractor and employees shall complete the details on the form. Contractors who refuse to complete this shall either not be given access to the school site during school hours or will not be used at all, at the Principal's discretion.
- The Principal and/or the Office Manager will open the returned information.
- If the vetting is satisfactory the principal will advise the Contractor accordingly.
- If the vetting indicates an issue of concern, the Principal will give a copy of the police vet directly to the applicant who will be asked to validate the information (within a 2 week period).
- If that person cannot satisfactorily explain the outcome of the police vetting then the Principal will then inform that person, and the Contractor, that he/she cannot work at the school. No details will be given to the Contractor.

#### **C: Volunteers.**

- Volunteers will be vetted if they are in a situation that requires them to be left alone with children for more than thirty minutes – a period of “vulnerability” or a “window of opportunity”.
- Parents who are staying overnight on school trips or camps will also be police vetted. The implication of this is that police vets must be initiated two months before the trip or camp.
- From time to time, parents will be informed of Police Vetting requirements so that they understand the both the rationale and procedures to be followed.
- The Principal and/or the Office Manager will open the returned information. If the vetting is satisfactory the Principal will inform the teacher organising the trip/camp and the parent.
- If the vetting is not satisfactory the Principal will inform the parent and discuss that person's options: either to provide proof that the information is wrong or to withdraw from the trip or camp. At this stage the teacher in charge of the trip or camp will not be informed. If the parent opts to prove the information is wrong then 2 weeks will be allowed for this.
- If the parent satisfies the Principal that the information is incorrect, and the original vetting report is amended, the parent will be informed that they can continue with the trip/camp. The teacher in charge of the camp will then be informed of the outcome. If the parent cannot disprove the original vetting report then teacher in charge of trip or camp will then be informed.

#### **Police Vetting Register**

The school will operate a Register of all requests made for a police vet. The headings will include:

1. Subject's name.
2. Category [support staff, contractor, contractor's employee, volunteer].
3. Date posted to Teachers' Council.
4. Date the result is received.
5. Outcome [“pass” or “fail”]
6. Date the vetting expires.

The Police Vetting Register is held by the school secretary

## Termly Review

The Principal shall ensure that at the beginning of each term a request confirmation that Police Vetting Procedures have been completed for all persons working in the school. Such persons shall include all volunteers who may interact with children e.g. sports teams, clubs etc.

Chairperson: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Next review date: \_\_\_\_/\_\_\_\_/\_\_\_\_