



Title	POLICE VETTING
Reference Number	F611
Section	Students
Written By	NPBHS Policy Committee
Checked By	NPBHS Policy Committee
Approved By	NPBHS Board of Trustees
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Associated Policies	F606 Child Protection A103 Privacy
Associated Procedures	

RATIONALE:

New Plymouth Boys' High School is committed to providing a safe environment for all students. Police vetting is one of the safeguards used to assess the suitability of adults who may have access to students and to meet our legal obligations.

PURPOSE:

The purpose of this policy is to ensure New Plymouth Boys' High School provides a safe learning environment by carefully assessing the suitability of adults who may have access to students. Police vetting helps the school meet its legal obligations, reduce risks to student safety, and uphold the trust placed in the school by parents, caregivers, and the wider community.

GUIDELINES:

1. Who We Police Vet

- **Children's Workers**
Under the Children's Act 2014, we must police vet all employed children's workers (core and non-core) who work in, or provide, a regulated service that may involve regular or overnight access to students without a parent/guardian present.
- **Non-Teaching Staff**
As required by the Education and Training Act 2020, we police vet:
 - All non-teaching staff employed, or applying to be employed, during normal school hours who are not registered teachers or holders of a Limited Authority to Teach (LAT)
 - These staff are vetted before starting work and re-vetted every three years
- **Teaching Staff**
Teachers are police vetted through the Teaching Council of Aotearoa New Zealand as part of the registration and practising certificate process, or when granted a LAT.



- **Hostel Staff**
These staff, including registered teachers, must be police vetted by the employing organisation (the school board or hostel management) before they begin employment and must be re-vetted every three years.

- **Contractors and Subcontractors**
Contractors (and their employees) who are likely to have unsupervised access to students during school hours must be vetted, as per the Education and Training Act 2020 (Schedule 4, clause 10):
 - A vet and risk assessment must be completed before access is given
 - The school verifies the identity of all contractors/subcontractors approved for access
 - For major projects, an access plan will be agreed upon, outlining which workers require a police vetting certificate

- **Volunteers**
If a person is a volunteer with occasional/one-off contact, then the law may *not* require vetting – but good practice suggests it should be considered.

- **Board Candidates**
Board of Trustee candidates must meet the eligibility requirements of the Education and Training Act 2020 (Schedule 23). They are ineligible if they have a Schedule 2 offence under the Children's Act 2014.

2. Process for Police Vetting

The Board of Trustees is responsible for ensuring all required police vets are completed, though the process may be delegated to the Headmaster or another suitable person.

When undertaking police vetting, the school will:

- Inform the individual, explain the process, and obtain written consent
- Determine whether the role is core or non-core under the Children's Act 2014
- Provide the opportunity for the individual to view and validate the information received
- Ensure all vettings released with a result are escalated to the Headmaster who will conduct a risk assessment to decide whether the individual poses a risk to student safety
- Record the vetting and assessment outcomes securely

Where appropriate, the school may accept components of a safety check completed by another approved organisation (e.g. teacher training providers, relieving agencies). However, the school does not accept police vets supplied directly by individuals.

3. Record Keeping

- The school maintains a secure record of all police vets and risk assessments
- Records include: name of the person, date of vet(s), outcome of risk assessment, and date of next vet
- Records are retained for seven years from the date of last action, then destroyed with Board approval
- All information is managed in line with the school's Privacy Policy and Records Retention and Disposal procedures

4. Assurance to the Board

The Headmaster provides assurance to the Board that:

- All required non-teaching staff have been vetted
- All contractors with unsupervised access have been vetted
- Police vets are updated every three years

Associated Resources / Legislation:

- Children's Act 2014
- Education and Training Act 2020
- Health and Safety at Work Act 2015
- Privacy Act 2020
- New Zealand Police - Police Vetting Service
- Ministry of Education - Who needs to be safety checked at schools

