



Police Vetting Policy

Nag 5

St Bernadette's School Board takes reasonable measures to protect students from harm (NAG 5) and ensure that all employees maintain proper standards of integrity and conduct (State Sector Act s77A) and will provide a safe environment by meeting the requirements of the Vulnerable Children Act (2014) and the Education Standards Act (2001).

Procedures

Police Vetting is required for:

- Non teaching staff
- Volunteers who have unsupervised access to students e.g. Camp helpers, Volunteer helpers

If it is not possible to obtain a Police Vet in the required time frame, provision must be made to ensure the person does not have unsupervised access to students.

Police Vetting is not required for:

- Volunteers who do not have opportunity for unsupervised access to students.
- Contractors who do not regularly work in the school or do not work during the school day.
- Teachers are vetted every three years when they seek renewal of their teaching registration.

The Principal is the Designated Person responsible for:

- Organising the signing of forms and sighting proof of identity.
- Vetting or viewing checks carried out by contractors working on site.
- Ensuring that Support Staff are Police vetted by the school before they can be appointed. They must then be Police vetted every three years.
- Receiving the completed vet.
- Evaluation of the vet in consultation with the Board of Trustees Chairperson.
- Keeping records of completed Police Vets.
- Ensuring that strict confidentiality is observed (s78 CB (3)). The only staff member who will read the Police Vet is the Principal (the "requestor").
- Asking the subject to validate the information in the vet if there is anything incorrect or adverse. The subject must be given a reasonable opportunity to validate the information before the Principal can take adverse action.
- If the Applicant cannot satisfactorily disprove the Police Vet, the Principal will inform the candidate that he/she cannot be appointed.
- Ensuring Police Vet forms are disposed of safely.

Support Staff - Core Workers

- Information on Support Staff positions that is sent to candidates will include information about the requirements of Police Vetting. A Police Vet form will be completed before the appointment process is finalised.

Contractors - Non Core Workers

- 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 and that the cost shall be borne by the Contractor.
- The Contractor will be responsible for ensuring that all employees comply with this requirement.
- Contractors and/or their employees who refuse to complete this vetting process will not be given access to the school site during school hours or will not be used at all, at the Principal's discretion.

Volunteers - Non Core Workers

- Volunteers will be vetted if they are in a situation that requires them to be left alone with children. Volunteers will be vetted by the school.
- Parents who are staying overnight on school trips or camps will also be Police Vetted by the school. Police Vets must be initiated at least one month before the trip or camp.
- From time to time, parents will be informed of Police Vetting requirements so that they understand both the rationale and procedures to be followed.
- The Principal will act with what the Principal considers best practice and vet volunteers working with children in the school.

Evaluation of Vet Results

If the Vet is released with results, the Principal and Board Chair will together evaluate the report. The following factors are to be considered:

- * The relevance of the conviction to child related work and safe guarding children.
 - * The context of the role being screened for.
 - * How long ago the conviction was.
 - * The age of the candidate at the time of conviction.
 - * How serious was the offence?
 - * How long ago was the offending?
 - * Has a sentence been served, or is there Periodic Detention/Community Service still being served?
 - * Was it a one-off offence, or is there a pattern of offending?
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- * What is the employee's/contractor's role in the school, and how does the type of offence relate to it?
- * The concerns raised by a 'Red Stamp' (A Red Stamp indicates Police have concerns about the person working with children).

Relevant Offences:

Individuals will be disqualified from holding positions in our School if their criminal records include any of the following:

- Past History of sexual abuse of children.
- Conviction for any crime in which children were involved.
- History of any violence or sexually exploitative behaviour.

Other factors that need to be considered by the Principal/Board Chair when evaluating criminal history records are:

- The circumstances surrounding the conduct in question.
- The age of an individual at the time of the offence.
- Societal conditions that may have contributed to the nature of the conduct.
- The probability that an individual will continue the type of behaviour in question.
- The individual's commitment to rehabilitation and to changing the behaviour in question.

Rights/Privacy

Applicants have the right to be treated fairly and to have their privacy respected. The information contained in a Police Vet is confidential and privacy must be safeguarded at all times.

Police Vetting Register

Will be kept by the Principal.

for
Ratified by the Board

[Signature]

Chairperson

16th May 17

Date