

<p style="text-align: center;"><b>BLOMFIELD SPECIAL SCHOOL &amp; RESOURCE CENTRE POLICE VETTING POLICY</b></p>
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**RATIONALE:**

Blomfield School Board of Trustees is responsible for taking reasonable measures to protect students from harm so that students are not exposed to an unacceptable risk by persons with whom the school causes them to come into contact. (NAG 5)

**PURPOSE:**

- To provide a safe environment for students through the police vetting procedure to ensure that all employees maintain proper standards of integrity and conduct (State Services Act s77A).

**GUIDELINES:**

- The vetting of teaching staff is the responsibility of the Teachers Council.
- All non-teaching staff, contractors and their employees who regularly work at school during school hours must be police vetted. Should it not be possible to police vet these roles within a timeframe the person must not have unsupervised access to students.
- All volunteers with the opportunity for unsupervised access to students will be Police vetted. Should it not be possible to police vet a volunteer within a timeframe the person must not have unsupervised access to students.
- Police vetting is not required for volunteers who do not have the opportunity for unsupervised access to students or contractors who do not regularly work in the school or do not work during the school day.
- The Board of Trustees delegates to the Principal oversight of the following responsibilities:
  - the completion and signing of Police Vetting forms by the applicant, including obtaining these from overseas.
  - sighting and approving appropriate and accepted identification, including photographic verification of the applicant's identity.
  - receiving and evaluating the completed vet.
  - ensuring records of completed police vets are stored securely.
    - The Act also requires that Police vets be carried out on existing employees.
    - Section 2 of the Vulnerable Children's Act 2014 requires that a further vet must be conducted on or about the third anniversary of the previous vet.
    - Job applicants, contractors and their employee's privacy and rights to be treated fairly must be respected at all times during the vetting process.
    - All job offers and appointments are subject to a satisfactory Police vet.

- The need to obtain a Police vet must be explained to the person involved during the job interview process. A contractor or employee may choose to decline a Police vet and not continue with the job application or work.
- If a Police vet raises concerns it is up to the Principal to decide if the information gained indicates that they must act. Considerations for evaluating a negative Police vet include:
  - the seriousness of the offence;
  - how long ago the offending took place;
  - whether a sentence was imposed;
  - whether it was it a one off incident or a pattern of offending;
  - whether it was related to an employee/contractor role in a school.

Concerns raised by 'Red Stamp' – indicate that the Police have concerns about the person working with children.

- Relevant offences: individuals will be disqualified from holding positions that require direct contact with the children, if they have convictions for any crime in which children were involved, a history of any violence or sexually exploitative behaviour.

Reviewed & Adopted by the Board of Trustees: 14 November 2019