



Ruawai College

Next review: Term 3 2028

Police Vetting

This policy operates as a supporting policy under the **Child Protection** policy.

Ruawai College completes police vetting as part of our responsibility to ensure the safety of our students (Children's Act 2014, Education and Training Act 2020, Health and Safety at Work Act 2015). Police vetting is part of our safety checking process and may also be done as a standalone action, followed by a risk assessment. Also see **Safety Checking**.

Who we police vet

We police vet all employed **▶ children's workers (core and non-core)** as required by the Children's Act, as part of our safety checking.

The Teaching Council police vets teachers as part of registered teachers gaining a practising certificate, or unregistered and uncertificated teachers gaining a Limited Authority to Teach (LAT). See **Teaching Staff**.

As required by the Education and Training Act, we also police vet and do a risk assessment on people who do not meet the definition of a children's worker but who could come into contact with students at the school. This may include non-teaching staff who are employed, or are applying to be employed, contractors and their employees who may have **▶ unsupervised access** to students at the school during normal school hours, volunteers, and others, as we determine necessary.

When deciding who to police vet, we are guided by the Ministry of Education – see **Police vets and safety checks** .

Non-teaching staff

We are required by the Children's Act 2014 to police vet non-teaching staff who meet the definition of a children's worker. We are also required by the Education and Training Act (Schedule 4, clause 9) to police vet non-teaching staff who are employed, or applying to be employed, at the school during normal school hours, and who are not registered teachers or holders of a Limited Authority to Teach (LAT). We complete a police vet and risk assessment before non-teaching staff start work at the school and then every three years.

Contractors

As required by the Education and Training Act (Schedule 4, clause 10), we police vet contractors and sub-contractors, including their employees, if they are likely to have unsupervised access to students at school during normal school hours.

- We complete a police vet and risk assessment before they have, or are likely to have, unsupervised access to students.
- We verify the identities of contractors, sub-contractors, and their employees before allowing them unsupervised access in order to ensure they are the person who was vetted and approved.

The board is responsible for determining the conditions of access for contractors. For school construction projects we create a school access plan to determine how and when contractors will access the school, and which workers will require a police vet. See [School property contractors](#)  (Ministry of Education).

Also see [Contractors Working at School](#).

Volunteers

Volunteers are not legally required to be police vetted, although the school may choose to do this. At our school, we police vet parent volunteers for camps and overnight activities.

Also see [Volunteer Involvement](#).

How we police vet

The board is responsible for police vetting but may delegate the process to a suitable person. The board remains accountable for decisions made about access and supervision.

When police vetting a person, we:

- tell them they will be vetted, explain the process (including how long their information will be kept for and why), and obtain their consent
- determine if children's workers are **core and non-core workers** based on their role at the school (if the distinction is unclear, we consult NZSBA and/or seek legal advice)
- give them the opportunity to view and validate the information received in the police vet report or to contact the police if they disagree with this information
- complete a risk assessment to determine whether they could pose a risk to the safety of students.

When assessing risk, we take into account Ministry of Education guidelines on conducting risk assessments as required by the Education and Training Act 2020 and Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015.

Our risk assessment takes into account:

- the safety and best interests of students
- the nature and seriousness of the information, and the relevance and risk to the role
- the length of time since relevant matters occurred
- the person's age at the time of relevant matters and their conduct since
- whether there is a pattern of similar information, and whether there are any other aggravating/mitigating factors.

See [Risk assessments after a Police vet](#)  (Ministry of Education).

In some instances, the school may choose to accept that police vetting has been completed by other organisations (e.g. relieving agencies, teacher training providers, transport service providers) on behalf of the school, or as part of that organisation's own certifying, enrolment, or employment processes. In such circumstances, we seek assurances that the other organisation's process complies with the safety checking requirements of the Children's Act 2014. See [Safety Checking](#).

We do not accept police vets supplied by individuals, with the exception of prospective children's workers (or others as we determine necessary) who have been living overseas and are not registered teachers. In these circumstances, we require police certificates for their countries of citizenship and every country they've lived in for more than 12 months within the last 10 years. If they cannot provide us with copies of police certificates from these countries, they need to provide proof of their attempts to get a certificate, and make a statutory declaration that states whether they have any overseas criminal convictions.

Police vets are repeated every three years. If any concerns are raised within the three-year period (outside of the police vetting process), we follow our concerns and complaints processes, which may include doing a further risk assessment. We seek external advice in these circumstances (e.g. legal advice, NZSBA). See [Assessing and Responding to Concerns and Complaints](#).

Record keeping

The school maintains a detailed record of all police vets and risk assessments. All police vetting and risk assessment information is kept confidential and managed according to our privacy and records retention policies. See [Privacy Policy](#) and [School Records Retention and Disposal](#).

We keep the following information according to the School Records Retention and Disposal Schedule:

- a record of the person's name, the dates of their initial and most recent police vet, details of our risk assessment, and the date their next police vet is due
- the vetting report received from the police (which may be a digital file)
- any assurances and risk assessment information if the police vet was carried out by another organisation.

The above police vetting records are kept securely for audit purposes for seven years from the date of the last action. They can then be destroyed, with permission from the board. If unsure, we consult NZSBA or seek legal advice before destroying records.

The principal assures the board that before a person begins employment or engagement at the school or has unsupervised access to students during normal school hours, any required police vetting and risk assessment has been completed in accordance with legal requirements. Confirm that police vets have been completed every 3 years. See [Review Schedule and Board Assurances](#).

Related policies

- [Safety Checking](#)
- [Board Responsibilities](#)
- [Volunteer Involvement](#)
- [EOTC Supervision](#)
- [Contractors Working at School](#)
- [Child Protection](#)
- [Privacy Policy](#)
- [Stages of Appointment](#)

Legislation

- Children's Act 2014
- Education and Training Act 2020
- Health and Safety at Work Act 2015
- Privacy Act 2020

Resources

- New Zealand Police | Nga Pirihimana o Aotearoa: [NZ Police Vetting Service](#) 
- Ministry of Education | Te Tāhuhu o te Mātauranga:
 - [Police vets for schools and kura](#) 
 - [Risk assessments after a Police vet](#) 

- [Who needs to be safety checked at school](#) 
- [Child protection in schools](#) 

Release history: [Term 1 2026](#), [Term 4 2024](#), [Term 1 2024](#)

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