



Ruawai Primary

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NAG 6 POLICY - Police Vetting

Introduction

From 22 April 2015 all new employees and new contractors will be required to undergo a police vet.

Purpose

Every board is responsible for taking reasonable measures to protect students from harm (NAG 5) and ensure that all staff maintain proper standards of integrity and conduct (Health & Safety Act 2015)

Guidelines

Prospective non-teaching employees will be required to sign a consent for 'Authorisation to disclose Information' as part of the Police Vetting service.

NZ Police have an electronic process to obtain vetting services, which is a role delegated to the Principal, termed a Trusted Agency (TA), at Ruawai Primary School.

The TA will use a username and password to access the electronic vetting service through www.i.govt.nz. The username and password must be kept secure and can be changed through this website – click on 'Manage your igout logon' and log on. If help is needed, you can contact the helpdesk 24 hours a day, 7 days a week: 0800 457 4357

The TA must use a pre-approved email address that is held by NZ Police, and is responsible for confirming the identity of the person for whom is the subject of the NZ Police vetting. Sight and validate personal information provided, with a current form of photo identification from either a passport or Driver's license.

Retain the consent form until the vetting outcome is received and then destroy it.

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All information received in the course of the vetting process must be treated as confidential and may not be divulged to any persons except those to whom the information relates.

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