



## LITTLE RIVER SCHOOL

Western Valley Road, Little River 7591 Canterbury

Telephone: (03) 325-1004 Fax: (03) 325-1274

Website: [www.littleriver.school.nz](http://www.littleriver.school.nz)

Email: [principal@littleriver.school.nz](mailto:principal@littleriver.school.nz)

### Police Vetting.

We are required to have all our staff and contractors who work on site during school hours Police Vetted.

The process is confidential and handled by New Zealand Police through their online system.

We know that the people we invite to work in our school are fine upstanding folk who are here to help, but we do need to follow the vetting process as a safe guard and to respect the laws that protect our children.

The Police process is as follows.

1. The principal decides to Police Vet a person who will be working within the school jurisdiction when children are present.
2. The staff member, contractor or volunteer is provided with an authorisation to disclose form and this information form prior to the vetting process being initiated.
3. The principal enters the information from the authorisation form into the Police vetting system via the Real Me webpage.
4. The system usually processes the vetting application within 4 weeks and an emailed reply is sent direct to the principal. This email is read, and filed confidentially by the principal.
5. Information released will be: *“Criminal conviction information held by the Ministry of Justice is accessed by Police under Schedule 5 of the Privacy Act 1993 and is released in accordance with the Criminal Records (Clean Slate) Act 2004.”*
6. If the vet contains any detail that would be considered a risk to our pupils, staff or school under the articles of the Vulnerable Children’s Act, this will be discussed with the person being vetted and a decision will be made to not employ or accept their work within the school.

Further detail can be found at: <http://www.police.govt.nz/advice/businesses-and-organisations/police-vetting/what-police-vetting>

Yours Sincerely

Christian Couper.

Principal.