



He Whānau Manaaki o Tararua
Free Kindergarten Association Incorporated

Date Effective: June 2019

Review Date: June 2021

Police Vetting of Non-teaching Staff

Responsible to:	Chief Executive Officer
Applies to:	All staff
Purpose:	To details procedures to ensure all non-teaching staff have current and regular police vets
Definition:	'Non-teaching staff' means all staff who work regularly in kindergartens and who do not hold a teaching qualification or certification with the Education Council of Aotearoa.

Policy

1. All non-teaching staff employed by Whānau Manaaki Kindergartens (WMK) will be police vetted:
 - on initial appointment, when they will be appointed 'subject to a satisfactory policy vet'
 - every subsequent 3 years, while they remain in WMK'S employment.
2. Where the police vet returns a result (i.e the staff member has a criminal conviction) the Human Resources Manager will be informed and in most cases will make the final decision about their appointment and/or ongoing employment, or will refer the matter to the Chief Executive for decision. This decision will be communicated as appropriate to the manager responsible for the appointment and to the applicant.
3. The staff member's privacy will be protected at all times.

Procedures:

1. In order to maintain the regular, 3-yearly checks, WMK will do the following:
 - a. An automated process is in place in Tūhonohono where an email will be issued at 3 months and 2 months from expiry asking the staff member to complete forms for undertaking a Police Vet check.
 - b. Each month a report will be printed from Tūhonohono showing the expiry dates of all non-teaching staff. Those who are expiring within one month and have not responded to the automatic emails will be followed up by a phone call.

2. Appointees or non-teaching staff will be notified that they will only be contacted regarding the results of their police vet if it returns results which will impact on their appointment/ongoing employment.
3. WMK will conduct and manage the police vetting process for individual non-teaching staff members according to the flow chart attached.

Police Vetting for all Non- Teaching Staff:



