

**POLICY: SECTION C PERSONNEL MANAGEMENT**

**POLICY: Police Vetting of Non-Teaching Staff and Contractors**

**DATE OF REVIEW: May 2018**

**REVIEWERS: Suzanne Grivelle, Lee Devenish, Ants Cotton,  
Mark Shanahan, Personnel Sub-Committee**

**GOAL:**

To ensure that support staff and contractors who work on the school site have a satisfactory police vet in order to maintain appropriate standards of behaviour consistent with the school's policies.

To ensure that coaches, culture group tutors and other volunteers who work with students have a satisfactory police vet in order to ensure the safety and wellbeing of students.

To ensure that the school's procedures for police vetting meet current legislative requirements and are handled with fairness and respect for privacy.

**OBJECTIVES:**

- To confirm procedures for the police vetting of new non-teaching staff and contractors.

**GUIDELINES:**

All new non-teaching employees and new contractors are required to undergo a police vet.

**1. Vetting employees**

- **Prospective permanent employees** must be vetted before a job offer is confirmed.
- **New casual or temporary employees** must be vetted within two weeks of their first day of employment
- **All current employees** are vetted on a three yearly cycle.

**2. Vetting contractors**

**Contractors and their employees that regularly work at the school during the school day** must be vetted. A contractor may choose to discontinue their work at the school or change the hours they work in the school grounds rather than undergo a vet, provided this change of hours is suitable to the school.

**3. Coaches, culture group tutors and volunteer helpers**

Coaches, culture group tutors and other volunteer helpers who work regularly with students in activities approved by the College (whether in or out of the school day, on or off the school site) must be vetted within two weeks of commencing the activity.

**4. Oversight and Record keeping**

The HR/Principal's PA is responsible for the oversight of police vetting and will keep a record of all police vets and their outcomes.

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Signature of Chairperson

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Signature of Principal

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Date