

Police Vetting Policy

Category:	<i>Company Wide</i>	Approval date:	<i>March 2023</i>
Last Reviewed:		Next Review	<i>February 2026</i>

Authorised by: *Academic and Quality Committee (AQC)*

Purpose

The purpose of this policy is to ensure the safety of students, staff and property of Vision College Limited (Vision College) from being exposed to people who have a criminal history that could put them at risk. It is also part of a wider approach to make Vision College a safe place for everyone involved, including employees and students. As part of the Police vetting screening process, information is obtained from the New Zealand Police. The judgement about suitability for employment is made by Vision College based on the information provided by the New Zealand Police.

Scope

This policy applies to:

- a) All staff members of Vision College
- b) Students who perform practical work or a practicum over the course of their studies, in particular, for students in the Counselling and the Early Childhood programmes
- c) Contractors and their employees who regularly come in contact with students and employees as part of their role at Vision College
- d) Student support people who regularly come in contact with students.

Policy Statement

Vision College is committed to keeping staff members and students safe in their work or study environment. To support this commitment, Vision College will comply with all relevant legislation and will put in place procedures, resources and training to create a safe environment.

Guidelines and Procedures

1. Police Vetting Checks
 - a) Police vetting will be carried out in accordance with the requirements of the New Zealand Police, Children's Act 2014 and the Education and Training Act 2020
 - b) Police Vetting is carried out prior to employment and at regular intervals during employment
 - c) Other safety checking may include references checking
 - d) Police vetting records will be renewed every two to three years.

2. New Zealand Police Vetting Process
 - a) New Zealand Police vetting is only available to Approved Agencies. Vision College qualify as an 'Approved Agency' by the New Zealand Police. Staff who have been authorised to submit vetting requests on behalf of Vision College can access the NZ Police Vetting Service
 - b) The NZ Police Vetting Service Request and Consent Form (VSRC Form) is completed and can be downloaded from the NZ Police website:
[Forms and Guides - NZ Police Vetting Service website](#)
 - c) Police vetting will be carried out with the signed consent of the person being vetted by completing the VSRC Form

- d) The VSRC Form will be submitted by the CEO's nominee through the NZ Police Vetting online service
- e) The Police Vetting Report will be reviewed by the CEO and in their absence, the General Manager (GM) or the Quality Manager (QM) when received. A Police Vetting Report will provide information regarding any convictions, dates of those convictions, types of offences and the sentence imposed
- f) The CEO, GM or QM will determine whether to approve or decline access to the person vetted or determine what conditions will be placed on access. The Campus Manager may be included in this discussion
- g) Vision College will store the police vetting information documentation securely.

Privacy and Confidentiality

All information collected for the purpose of police vetting will be treated with appropriate care to maintain confidentiality. The collection, use and storage of personal information will comply with the Privacy Act 2020. Information will only be shared where there is good reason to do so, such as where there is a serious risk to individual health and safety. A person who has been police vetted will be allowed to see the results, and have the opportunity to correct anything that is not accurate.

References

- Children Act 2014
- Privacy Act 2020
- Education and Training Act 2020
- Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021
- Health Information Privacy Code 2020
- Oranga Tamariki Act 1989 (Children's and Young People's Well-being Act 1989)
- Human Rights Act 1993

Records

Policies will be kept in this location:

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Amendments to this Policy

Vision College reserves the right to change this Policy from time to time.

Disclaimer

Vision College reserves the right to change or replace this policy at any time. Where there is a dispute with regards to the interpretation of this policy or any part thereof, Vision College reserves the right to clarify the intention and meaning of this policy. The clarification as provided by Vision College will be seen as the final decision on the interpretation of this policy.