



POLICE VETTING OF NON-TEACHING EMPLOYEES AND CONTRACTORS POLICY

Rationale: There are a significant number of non-teaching staff and contractors who in the course of their work regularly have contact with students. We need to know that those adults are safe and responsible and do not pose a danger to our students.

Purposes:

- To ensure student safety
- To meet the requirements of NAG 5 and the State Sector Act s77A and the Vulnerable Children Act 2014
- To put processes in place to get police clearances for non-teaching staff and contractors.
- Police vets must be renewed every three years.

Guidelines:

1. People applying for jobs at Spotswood College will be informed of the Police Vetting procedures.
2. Employment contracts for teaching and non-teaching staff will be offered once a Police Clearance has been received and the school is satisfied that student safety is assured.
3. All contractors must have a current Child Protection Policy and ensure that their staff have a police clearance no older than three years before beginning work on the site.
4. The Property Manager will maintain an updated database of regular contractors and will maintain an up-to-date register of their Child Protection Policy including current police clearances for staff and Health and Safety procedures.
5. Occasions may arise when casual workers and volunteers without formal police clearance may work on site under supervision of a vetted supervisor, at the discretion of the Principal.
6. Contractors are expected to adhere to the fair and reasonable directions of the Principal including disclosure of their Health and Safety Procedures.
7. Contractors will be furnished with this policy and the inherent expectation as part of their tendering pack when quoting for jobs.

Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 21 March, 2016.

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)
Board Chairperson

Due for Review: March 2019