

## **Big Rock Primary School Police Vetting Procedures and Guidelines**

### **Rationale:**

The Vulnerable Children Act 2014 states that all children's workers must be police vetted as part of a safety check. A children's worker is anyone whose work involves regular or overnight contact with children and who undertakes this work without parents or guardians being present.

At Big Rock Primary School this includes parent helpers for camps and overnight trips.

### **Guidelines:**

- **Volunteers at Big Rock will be vetted if they are in a situation where they will be left alone with children for more than thirty minutes and parents who wish to attend camps or overnight stays**
- **The school will ensure the strictest confidentiality**
- **The only staff members who will read the police vet are the Principal and Deputy Principal**
- **The principal will ensure that the subject of the police vet receives a copy of their police vet and ask the subject to validate anything in the resulting vet that is adverse. The subject must be given a reasonable amount of time to validate the information before the principal can take adverse action.**

### **Volunteers**

- **Volunteers will be vetted if they are in a situation that requires them to be left alone with children for more than thirty minutes**
- **Parents staying overnight on school trips or camps will be police vetted**
- **If the vetting is not satisfactory the Principal will inform the parent and discuss that person's options: either to provide proof that the information is wrong or to withdraw from the camp**
- **If the parent satisfies the Principal that the information is incorrect and the original vetting form is amended, the parent will be informed that they can attend camp.**

**Police Vetting Flowchart  
Volunteers**

**Parent completes police vetting form and provides proof of identity**



**Principal applies for Police Vet**



**Police Vetting Form Returns**



**No Result**



**Parent may attend camp/overnight trip**



**Result**



**Refer to table below**

**Returned Result after Police Vetting**

**In the case of a returned result for the following offences *or* if the Principal believes it to be significant then the following table will be followed.**

<b>Type of Offence</b>	<b>Vetting Outcome</b>
<b>Any offence of a sexual nature</b>	<b>Subject unable to attend camp</b>
<b>Any offence that involves children</b>	<b>Subject unable to attend camp</b>
<b>Any offence where the subject served a custodial sentence within the last 5 years</b>	<b>Subject unable to attend camp</b>
<b>Any offence involving violence</b>	<b>Subject unable to attend camp</b>
<b>Driving offences (Non-custodial)</b>	<b>Able to attend but not drive</b>

**All other offences will be taken into consideration as well as time elapsed.**