



Phone: 027-4606984
Email: info@socialsocks.co.nz
Web: www.socialsocks.co.nz
PO Box 5638, Terrace End
Palmerston North, 4441
New Zealand

Social Socks Charitable Trust

Police Vetting Policy and Procedure

Rationale:

All Social Socks staff who work with children or are on the Social Socks Charitable Trust Board are required to be Police Vetted, under Section 319 of the [Education Act 1989](#) and [Vulnerable Children Act 2014](#). A police vet is a search of the NZ Police database for information held about a person. It provides criminal history and other relevant information.

Purposes:

Anyone who is appointed to the Social Socks Charitable Trust Board or is delivering the Social Socks programme must apply for a police vet no later than 2 weeks after the person begins working for Social Socks Charitable Trust.

Police vet applications must be renewed every three years.

It is possible to use a police vet undertaken by another organisation. However, before Social Socks Charitable Trust accepts this, Social Socks Charitable Trust will need written confirmation that this has been done to the standard set out in the Vulnerable Children Act. The letter should be about the individual concerned, rather than generic.

At the time of requesting a police check, the applicant will be informed of the reasons for the police check, how long the information will be retained for and why. The person who has been police vetted must be made aware of this prior to consenting to the police vet.

Procedures:

How to request a police vet

Police vet requests are made through the [NZ Police Vetting Service](#). Only approved agencies may request a police vet. Social Socks Charitable Trust is an approved agency.

It usually takes 20 days for a police vet to be processed.

Using the information in a police vet

The person who has been police vetted will be allowed to see the results, and have the opportunity to correct anything that isn't accurate.



Phone: 027-4606984
Email: info@socialsocks.co.nz
Web: www.socialsocks.co.nz
PO Box 5638, Terrace End
Palmerston North, 4441
New Zealand

Social Socks Charitable Trust Police Vetting Policy and Procedure

Managing police vetting information

The results of a police vet are confidential. However, the schools where the Social Socks programme is delivered will require confirmation that all Social Socks staff have up to date police checks, with some schools requesting copies of the police vet certificates.

The police vetting forms will only be accessed by the Director or Administrator. The consent form, identification documents and the vetting result will be kept in a locked filing cabinet. The documents will be securely disposed of within 6 months of staff leaving Social Socks.

All information must be managed in accordance with the [Privacy Act 1993](#), the [Public Records Act 2005](#), or any other enactment.

Overseas workers

Any prospective applicants who have lived overseas will be required to provide copies of police certificates from their countries of citizenship and from any country in which they have lived for one or more years within the last ten years.

When a person cannot provide a police certificate, they must provide proof of their attempts to obtain a certificate. They must also make a statutory declaration (as per the form in [Schedule 1 of the Oaths and Declarations Act 1957](#)) that states whether they have any overseas criminal convictions or not.

Approved: _____

Date: 20 April 2017

Reviewed: _____

Date: _____