



Applicant Vetting Procedures

1. All applicants will be required to complete the 'Consent to Disclosure of Information' form as provided with the application document.

NOTE: The applicant **only** completes the section:
"To be completed by individual authorising the release of personal information."

Please send the form with the application to Rangi Ruru Early Childhood College. The College then submits the vetting form to the NZ Police.

2. As Year 1 students complete live-in (overnight) placements and may be left in sole charge situations for short periods of time, Rangi Ruru Early Childhood College qualifies for the 19(3)(e) exception to the Criminal Records (Clean Slate) Act 2004.
3. The exception ruling means that any convictions that would be omitted under the Act are included.
4. Convictions for the following offences will automatically preclude a person from being selected for either qualification:
 - Any sexual crime.
 - Any crime where children were involved.
 - Any crime against a person.
5. In relation to other convictions, the following will be considered:
 - The seriousness of the offence.
 - How long ago the offence occurred and the surrounding circumstances.
 - The age of the individual at the time of the offence.
 - Societal conditions that may have contributed.
 - The probability that the behaviour will continue.
 - The individual's commitment to rehabilitation and changing the behaviour in question.
6. The applicant will be given the opportunity to discuss or contest the vetting report.
7. Police vetting requests shall be handled by the Director. Other than the Director, only the Deputy Director, and the Business Manager/Principal shall view the reports and only then if there is some doubt or offence reported. Applicant's reports will be kept on file.
8. All reports shall be handled in accordance with the Privacy Act 1993.

Further information on Police Vetting Guidelines (procedures, purpose and process and results) is available on: www.police.govt.nz