

CHRISTCHURCH RUDOLF SCHOOL
COLLEGE PRINCIPAL GROUP

Management

NAG 5 Policy **Health and Safety**

Procedure **3.5 Volunteers on School Outings and Camps**

Ref: NAG3.7 Police Vetting Procedure

Subsequent to legislation requiring police vetting of all adults in charge of students, the College Principal Group has formed the procedure '**Volunteers on School Outings and Camps**'.

1. Parents and volunteers who assist a teacher in the classroom will not be police vetted.
2. Parents and volunteers to transport students on day trips will not be police vetted.
3. Parents and volunteers who will be assisting children get changed or toileted must be vetted.
4. Parent and volunteers attending overnight camps must be vetted

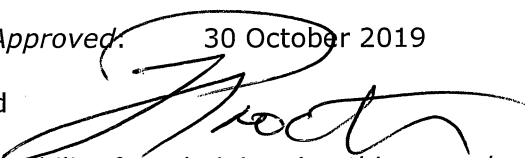
Where necessary (points 3 & 4), the teacher in charge must ensure all volunteers have a current police vet. Vetting is completed by the school office.

(Updated list of parents currently vetted is available from the administration office, police vets are for 3 years) Forms are available by email or hard copy at the school office. This needs to be into the school office at least 4 weeks in advance of the camp in order to ensure a police vet can be completed in time.

In planning a camp, organisers must check that any EOTC specialist – instructor from an organisation - who is instructing groups of children alone, has a police vet certificate that is available to the school Principal.

Date Approved: 30 October 2019

Signed


Responsibility for administering this procedure: Management

Responsibility for review: Management

Review Date: October 2024