

Policy title	Kids/Youth Staffing and Volunteering
Policy area	Culture and Employment / Academic
Policy available for Students – yes/no	NO
Policy detail	<p>The Learning Connexion has a procedure for selecting and vetting staff and volunteers, as follows:</p> <p>The Learning Connexion’s Culture & Employment team (C&E) will be responsible for vetting new staff. During an interview process candidates will provide the following:</p> <ul style="list-style-type: none"> • 2 forms of photo ID (either a driver's licence, 18+ card or passport) • A CV with work and education history from the last 5 years • At least two references <p>C&E must check references and qualifications either via phone or email. A copy of the photo IDs will be taken.</p> <p>Once references have been checked the C&E team will carry out police vetting using the New Zealand Police Vetting Service.</p> <p>If there is any information either received from the government and/or professional bodies about employment, C&E must record this in the relevant employment records.</p> <p>If C&E receives any information about a candidate which could affect their potential employment working with children, concerns and risks must be discussed and recorded with C&E and the youth art coordinator.</p> <p>Parents or caregivers may attend classes with their children without being police vetted if their child needs extra support i.e. if they are anxious, shy or have a disability that means extra support is necessary. Parents MUST be accompanied by a staff member or tutor at all times and should never be left alone with a group of children.</p> <p>All staff and volunteers must be re-vetted every 3 years.</p> <p>Staff Age and Student/Staff Ratio</p> <p>No staff members under 16 years are to be counted towards the staff to child ratio. An overall manager or site supervisor who is over 20 years of age shall remain on site during all programme hours.</p> <p>Registration for Vetting Service</p> <p>We are registered with NZ police for vetting staff</p> <p>Police ID: carringtonlisa20160114</p>
Related Procedures	
Date Created	March 2018
Review Date	June 2020, August 2020, August 2021
Next review date	August 2022

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Links
