

POLICE VETTING INFORMATION SHEET

The purpose of Police Vetting

The purpose of vetting is to minimise the likelihood of the more vulnerable members of society being put at risk by individuals who may have displayed behaviour that could be detrimental to others' safety and wellbeing.

Vetting via the NZ Police is *not* a complete background check. It is used as one part of a robust safe recruitment process. The Diocese of Auckland ("the Diocese") takes vetting seriously and is committed to this process for clergy, employees, contractors and volunteers.

Vetting by the NZ Police

Vetting, as conducted by the NZ Police, uses two computer-based checks to search for information about an individual. This information is passed on to the Diocese for use in the *Diocesan Vetting Process*.

1. The first check is a search of convictions. A printout is provided if a conviction history is present. It should be noted that minor infringements, such as parking tickets, are not shown on these printouts.

Note: The Criminal Records (Clean Slate) Act is designed to allow individuals with less serious convictions, who have been conviction-free for 7 years, to put their past behind them. Once an individual meets the eligibility criteria set out in the Act, they automatically become an "eligible individual." The person is deemed to have no criminal record for the purposes of any question asked of them - they may respond by saying that they have no convictions. This applies to information requested in a Vetting Process.

2. The second computer-based check is a search of other information held by Police. This information is used to look for behaviour of a violent or sexual nature that may not, for whatever reason, have resulted in a conviction. Further information on that process is found online at <http://www.police.govt.nz/service/vetting/>

It is important to note that each case will be based on the individual circumstances surrounding it. Strict procedures are in place to protect the privacy of those being vetted to avoid inappropriate information being released by either the NZ Police or the Diocese.

Details of police vetting will never be disclosed to any person, other than the Diocesan Vetting Officer, the Parish Priest and the individual tasked with handling recruitment or appointment for the role and the subject of the vet.

Procedure

Check if the position warrants a police vet. Does the role require the person to:

- Regularly work alone with children unsupervised
- Have regular but limited child contact
- Work with vulnerable adults e.g. visiting the sick or elderly

The applicant will:

- Complete the NZ Police Vetting Service Request and Consent form, pages 2 and 3
- Provide two levels of identification. See Appendix B - ***Evidence of Identity***

The Parish will:

- complete page 1 with:
 - the applicants name
 - role description
 - applicants purpose – in most cases this will be Volunteer
 - what groups the applicant will have contact with
 - applicants primary role – this will either be Education or Other
 - will the role take place in the applicants home - this will be No
 - will the applicant be paid or volunteer – in most cases this will be Volunteer
 - evidence of identity
 - The form will be preset that it is not a mandatory request.

The parish priest or their representative, must verify the person identity by sighting the actual ID and then make a copy, noting that they have verified the person.

The completed form along with the copies of verified photo ID is sent (scanned and emailed or posted) to the Diocesan Policy Vetting Officer:

Leanne Killgour
leannek@cda.org.nz
Pompallier Diocesan Centre
Private Bag
47904
Ponsonby
Auckland 1144

The Diocesan Vetting Officer will process the vet via the NZ Police Vetting site and then return the NZ Police Vetting Report to the parish priest for safe keeping. The Diocesan Vetting Officer will keep a vetting register and an electronic copy on the Diocesan Server. The parish is also required to keep a register.

Police vets are required every three years.

Volunteers who have professional registration i.e. Police, nurse, teacher, social worker/counsellor, do not need to have another police check as part of their professional registration includes a police vet. They will need to provide a copy of their current registration, which the parish and Diocese will hold securely on file.

EVIDENCE OF IDENTITY

In order to confirm the identity of the person, two forms of ID must be sighted, one primary and one secondary, one of which must be photographic.

1. Primary IDs include

- Passport (NZ or Overseas)
- NZ Firearms Licence
- NZ Full Birth Certificate(issued on or after 1998)
- NZ Citizenship Certificate
- NZ Refugee Travel Document
- NZ Emergency Travel Document
- NZ Certificate of Identity

2. Secondary IDs include

- NZ Driver Licence 18+ card
- NZ Full Birth Certificate (issued before 1998)
- Community Services card
- SuperGold Card
- NZ Employee Photo Identification Card
- NZ Student Photo Identification Card
- Inland Revenue number
- NZ issued utility bill (issued not more than six months earlier)
- NZ Teachers Registration certificate
- NZ Electoral Roll Record International Driving Permit

Current identity documents are preferred, but documents that have expired within the past five years may be accepted.

If the person is unable to meet the requirements for evidence of identity, contact the Police Vetting Service at qa.vetting@police.govt.nz

1. Evidence of a name change

If the two identity documents have different names (e.g. a birth certificate contains the applicant's maiden name and a driver licence contains their married name) evidence of a name change must be sighted such as a marriage certificate or statutory declaration.

2. Guide to completing the Request and Consent Form:

To verify a person's identity, you must:

- Sight the original versions of each identity document.
- Compare the photographic image with the applicant to confirm they are the same person.
- Sign and date a copy of each document to verify that the documents produced by the applicant relate to that person.
- Send the signed identity documents to the Diocese Vetting Officer with the request and consent form.