



POLICE VETTING POLICY

PURPOSE

Otago Hockey Association must ensure that there are processes in place to protect children and young persons from adults who may potentially harm them whilst attending Otago Hockey organised events. This Policy serves to ensure that the safety and welfare of children and young persons in Otago Hockey's care is paramount by providing guidelines for the police vetting of adults that may have unsupervised contact with children and young persons whilst attending Otago Hockey organised events.

SCOPE

This policy applies to:

- (a) All staff members; and
- (b) Volunteers and that may have unsupervised contact with children and young persons whilst in Otago Hockey's care.

POLICY

- The General Manager on behalf of the Board shall maintain a confidential Police Vetting Register.
- All Otago employees will be police vetted in accordance with the below Procedures.
- All outside contractors, and their employees working with unsupervised access to children or young persons will be police vetted unless written confirmation is received from the contractor's employer that a Police Vet has been performed by that employer and the employee has no convictions or information of concern.
- All volunteers attending any event involving overnight stays or unsupervised access to children or young persons for periods of time will be police vetted prior to the event where appropriate and practicable. This includes parents who attend tournaments or camps, but excludes parents who volunteer to transport students on day trips.
- For all such outside contractors and volunteers, the General Manager will request a police vet from the New Zealand Police Licensing and Vetting Service Centre.
- Any offer of employment or contract for services for such staff and contractors should be stated to be subject to a satisfactory police vet.
- The vetting process is confidential and adverse action may not be taken against the subject of a vet without the person being given an opportunity to validate the vet information.

- Police Vetting records remain valid for 3 years, and must be updated as appropriate to ensure the register is current. All police vet records will be destroyed when no longer required.
- Potential employees, contractors and volunteers shall truthfully provide the required information for police vetting and sign the required consent form.

Breach of this Policy

Any breach of this policy:

- By a person providing failing to consent to a police vet may lead to Otago Hockey withdrawing an offer of employment or contract for services, or withdrawal of an invitation for a volunteer to attend an event.
- By the results of a police vet being unsatisfactory to the General Manager may lead to Otago Hockey withdrawing an offer of employment or contract for services, or withdrawal of an invitation for a volunteer to attend an event.
- Any breach of this policy by a contractor may result in cancellation by Otago Hockey of the services provided by that contractor.

AUTHORISATION



Rachel Minton-Smith
General Manager
Otago Hockey Association
2nd December 2014



POLICE VETTING PROCEDURES

RESPONSIBILITIES

The **Otago Hockey Association** will:

- Ensure all job advertisements and invitations for volunteer applications state that appointments will be made subject to a satisfactory police vet.
- Require all candidates for employment or volunteer positions sign a Police Vetting '*Authorisation to Disclose Information*' consent form.
- Require all potential contractors or their employees sign a Police Vetting '*Authorisation to Disclose Information*' consent form, or provide written confirmation that this procedure has already been undertaken to the complete satisfaction of the contractor.
- Upon receiving the results of a police vet, allow the candidate to explain any unsatisfactory findings.
- Upon receipt of a candidate's explanation of unsatisfactory findings, or upon the receipt of satisfactory police vet results:
 - For employment decisions within the Otago Hockey General Manager's authority, the Otago Hockey General Manager will make a decision as to the candidate's employment.
 - For employment decisions outside the Otago Hockey General Manager's authority, the Otago Hockey General Manager will disclose the results of the police vet and any explanation to the responsible person or body to make a decision as to the candidate's employment.
- Keep all consent forms and results of police vetting confidential other than the sharing provided for in this policy and procedures.
- Ensure the privacy of candidates as required in the Privacy Act 1993.

The Board & other Otago Hockey employees with responsibility for appointing staff will:

- Be committed to the importance of keeping children and young people safe;
- Consult with the Otago Hockey General Manager on any employment or volunteer appointments;
- Not appoint any employee or volunteer without receiving a satisfactory police vet result;

Contractors to Otago Hockey will:

- Be committed to the importance of keeping children and young people safe;

- Have control measures in place to address those risks, including complying with any relevant Otago Hockey policies and practices.

PROCESSES

Review of Policy and Procedure

The Otago Hockey General Manager in consultation with the Board will review this procedure annually.

The review will involve assessing the effectiveness of the procedures by (among other things):

- Reviewing overall child safety performance; and
- Monitoring the effectiveness of policies and procedures.

Dissemination of Policy and Procedure

The Police Vetting Policy and related procedures will be available in the workplace and all employees and volunteers will be provided with a copy by their supervisor. New employees will be provided with a copy of the documents as part of their induction.

The policy and related procedures will be reviewed on an annual basis or more frequently, if required, to ensure continued compliance with the relevant legislation.

LEGISLATION

- Privacy Act 1993
- Criminal Records (Clean Slate) Act 2004

AUTHORISATION



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2nd December 2014