



Police Vetting Policy

Purpose

The purpose of this policy is to contribute to a safe and secure environment for the Wellington Hockey community, Wellington Hockey will require selected personnel to undergo police vetting.

Rationale

Wellington Hockey has an obligation to take all practicable steps to provide a safe environment for its employees and others on its premises, with consideration for the specific combination of circumstances it faces as a regional sport organisation (for example membership including people of all ages and genders; facilities which include changing rooms, car parks, and a bar; events held after nightfall; sports tours; etc). In addition, Wellington Hockey has an obligation to ensure the security of its assets (for example facilities, equipment, stock, and cash etc).

For this reason, Wellington Hockey seeks to ensure that relevant factors in the lives of its (potential) employees, office-bearers, key volunteers and onsite contractors or licensees are disclosed so that no appointment is made of people whose behaviour is likely to pose a threat to the safety of employees and others on its premises or to the security of its assets.

Policy

In order to contribute to a safe and secure environment, Wellington Hockey will require the following people to undergo a NZ Police vetting check:

- Successful candidates for vacant positions with the Wellington Hockey Association;
- All volunteer coaches and managers of representative teams as soon as practicable at the beginning of the season and bi-annually after that;
- Any other key volunteers, especially those who come into contact with children under the age of 18, as deemed necessary by the Chief Executive Officer, and bi-annually after that; and
- Anyone who will hold a key contract or license to operate based at facilities, as appropriate, and bi-annually after that.

In addition, all existing employees will undergo a NZ Police vetting bi-annually. If the police vetting reports a previously undisclosed incident or behaviour relevant to this policy the employee's continued employment will be reviewed.

Process

- The Chief Executive is responsible for organising Police vetting checks.
- Wellington Hockey qualifies as an Approved Agency by the NZ Police. Therefore, this entitles Wellington Hockey to request a NZ Police vetting check to be carried out on any individual associated with Wellington Hockey and its activities.
- The applicant is required to complete NZ Police Vetting Service and Request Form (NZPVS) and forward to WHA with two forms of identity.



- Wellington Hockey are required to confirm the identity of the applicant; therefore, two forms of ID must be sighted, one primary and one secondary, one of which must be photographic.
 - Primary includes: Passport (NZ or Overseas), NZ Firearms Licence, NZ Full Birth Certificate, NZ Refugee Travel Document, NZ Certificate of Identity.
 - Secondary includes: NZ Driver licence, 18+ card, Community Services card, SuperGold card, student or employee Identification card.
- In some cases, it may be necessary to obtain the equivalent of a NZ Police vetting from another country where the potential appointee has resided.
- Wellington Hockey will enter request details from the consent form and submit the vetting request.
- The Chief Executive will receive and review the police vetting report from the NZ Police. If it is 'clear', the appointment process or ongoing employment can continue. If it is not 'clear', the Chief Executive will consult with the relevant members of the Board before deciding about whether the appointment will go ahead or if the ongoing employment will be reviewed.
- If the individual does not agree to sign the request or refuses to authorise Wellington Hockey to obtain either a copy of a criminal record or a NZ Police vetting report, Wellington Hockey may consider if necessary to withdraw any offer of employment, terminate existing employment, or cancel any contract governing the relationship with the Wellington Hockey Association.

Confidentiality

The specifics of the report must be kept confidential to the person being vetted, the Chief Executive and the Wellington Hockey Association Board. All information supplied by NZ Police will be destroyed, or deleted if stored electronically, once it is no longer required by WHA.

Wellington Hockey will conduct the above procedure in compliance with the requirements of the Employment Relations Act, the Privacy Act, and the Humans Rights Act.

Review Time Frame: Three Years

Review Date: July 2018

Next Renewal: July 2021