



North Harbour Hockey Association (NHHA)

## **Police Vetting Policy and Procedure**

### **Rationale**

NHHA 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 facility (for example membership including people of all ages and genders; facilities which include changing rooms, a car park, and a bar; events held after nightfall; sports tours; etc). In addition, NHHA has an obligation to ensure the security of its assets (for example facilities, equipment, stock, and cash etc).

For this reason, NHHA seeks to ensure that relevant factors in the lives of its employees, 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. While NHHA acknowledges that over the passage of time some types of incidents and behaviours may be overlooked, it also recognises the responsibility to provide a safe environment and extra care over appointments must be taken in the circumstances.

### **Policy**

In order to contribute to a safe and secure environment, NHHA may require that any person involved in any of the roles specified below, undergo a Police vetting check and/or obtain a copy of criminal record from the Ministry of Justice.

Such relevant roles for people aged 18 and older include but are not limited to:

- Potential candidates for any position at NHHA
- Potential NHHA Board members upon nomination
- All volunteer coaches and managers of NHHA representative teams as soon as practicable at the beginning of the season and bi-annually after that
- All NHHA umpires at the beginning of the season and bi-annually after that
- Any other key NHHA volunteers especially those who come into contact with children under the age of 18, as deemed necessary by the CEO, and bi-annually after that
- Anyone who will hold a key contract or license to operate based at NHHA, as deemed necessary by the CEO, and bi-annually after that

All appointments are subject to a satisfactory Police vetting report and/or obtaining a copy of a criminal record. In addition, NHHA may undertake further police vetting at any time it considers appropriate. If the procedure reports a previously undisclosed incident or behaviour relevant to this policy, the future of the individual's continued involvement with NHHA will be reviewed and may, if appropriate, be terminated.

## **Procedure**

### Copy of a criminal record

- NHHA requires the written consent of the individual before the Ministry of Justice will release a copy of a criminal record. The official 'third party request' form from the Ministry of Justice will be used when requesting a copy of a criminal record.

### Police vetting checks

- NHHA qualify as an 'approved agency' by the New Zealand Police. This entitles NHHA to request a Police vetting check to be carried out on any individual associated with NHHA and its activities.
- A Police vetting report will provide information regarding any convictions, dates of those convictions, types of offences and the sentence imposed. The report will also advise whether if the Police has recommended that an individual does not have access to children, young people or vulnerable members of society due to behaviour of a violent or sexual nature (that may not, for whatever reason, have resulted in a conviction).
- NHHA will require the individual to authorise the request of Police vetting report by signing the official Consent to Disclose Information form.

### Refusal to consent

- If the individual does not agree to sign the request or refuses to authorise NHHA to obtain either a copy of a criminal record or a Police vetting report, NHHA may consider it necessary to withdraw any offer of employment, terminate existing employment, or cancel any contract governing the relationship with NHHA.

### Administration

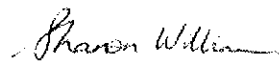
- In some cases it may be necessary to obtain the equivalent of a Police vetting report or a copy of a criminal record from another country where the individual concerned has resided.
- The NHHA CEO is responsible for organising a Police vetting report and/or for requesting a copy of a criminal record.
- The specifics of the report or record must be kept confidential to the NHHA CEO, the NHHA Administration Manager, the NHHA Board, and the person being vetted.

- The individual concerned is entitled to request a copy of the Police vetting check or criminal record obtained by NHHA.
- The NHHA Administration Manager will receive and review the Police vetting report or criminal record. If it is 'clear' the appointment process or ongoing employment can continue. If it is not 'clear' the Administration Manager will advise the CEO who will consult with the relevant members of the NHHA Board before making a decision regarding the future of any involvement with NHHA.
- The decision as to whether an individual is suitable or not for a given position remains with NHHA. In making this decision NHHA may consider the following when assessing the results of vetting:
  - The nature of the offence and relevance to employment.
  - Length of time since the crime was committed.
  - Age and maturity now as compared to when the crime was committed, the seriousness of the crime e.g. length of sentence, use of a weapon, the circumstances at the time of violent behaviour.
  - Pattern of crime, e.g. a short spate may indicate a "phase" but a regular pattern may indicate continuing inappropriate behaviour.
  - The proximity of the person undergoing vetting to the vulnerable person(s) and if they are likely to have unsupervised access to these vulnerable people?

**Date** 2 March 2011

**Signed** 

Chief Executive  
North Harbour Hockey Association Inc



Chair

**Review Due** March 2014