



POLICE VETTING GUIDE FOR PARISHES & CATHOLIC ENTITIES

Purpose of Police Vetting

The purpose of vetting is to minimise the likelihood of children and vulnerable adults 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. Our Diocese of Christchurch ("the Diocese") takes vetting seriously and is committed to this process for clergy, employees, contractors, and volunteers.

Vetting by the NZ Police

Vetting is conducted by the NZ Police, and this information is passed on to the Diocese for use in the Diocesan Vetting Process.

The New Zealand Police may release any information they hold if relevant to the purpose of the vetting request. This may include:

- Conviction History Report
- Infringement/demerit reports
- Active charges and warrants to arrest
- Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted, or withdrawn
- Any interaction had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
- Information regarding family harm where the applicant was the victim, offender or witness to an incident or offence, primarily in cases where the role being vetted for takes place in the applicant's home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk
- Information subject to name suppression where that information is necessary to the purpose of the vet

All individuals required to be Police vetted must sign the NZ Police Request and Consent Form, which authorises the disclosure of the above information.

If a person is eligible under the Criminal Records (Clean Slate) Act 2004, their conviction history will not be released unless:

- Section 19(3) of the Clean Slate Act applies to the vetting request (exception to the Clean Slate regime)
- Section 31(3) of the Children's Act 2014 applies to the vetting request (safety checks of core children's workers)

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 be kept confidential.

More information can be found at <https://www.police.govt.nz/advice-services/businesses-and-organisations/nz-police-vetting-service>

Procedure

Check if the role warrants a police vet. Police vetting is required for persons who are working face to face with children (under 18 years old), elderly or vulnerable adults in their capacity as a volunteer or employee.

If the applicant lets the parish or catholic entity know that they have already been police vetted in another role within the diocese, obtain their full name and date of birth and sight photo ID to verify their identity. Provide their full name and date of birth to the Diocesan Police Vetting Officer, Katherine Pawson at kpawson@cdoc.nz, who will confirm whether the person is already on the Diocesan Police Vetting Register.

If the applicant has already been vetted, the outcome and the date their next vet is due will be shared with the police vetting delegate via the police vetting spreadsheet. The applicant's details will need to be added to the parish/entity police vetting register.

If the person is not on the Diocesan Police Vetting Register, they will need to apply for a Police Vet.

The Applicant will:

1. Complete the NZ Police Vetting Service Request and Consent form, pages 3 and 4
2. Provide two levels of identification. See page 4 for a list of accepted ID.

If the applicant is unable to meet the requirements for evidence of identity, contact the Diocesan Police Vetting Administrator, Katherine Pawson kpawson@cdoc.nz

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.

The Parish/Catholic Entity Police Vetting Delegate will:

1. Complete page 1 & 2 of the form

Please follow the New Zealand Police Vetting Service Guide to the Request & Consent Form,

<https://www.police.govt.nz/sites/default/files/publications/user-guide-to-pvs-vetting-request-consent-form.pdf> .

1.1. Name of agency: Catholic Diocese of Christchurch & Parish/Entity Name.

1.3. Role Description, e.g.

- Visiting the bereaved
- Delivering food parcels & welfare to people in need
- Serving with children at Mass
- Supervising children altar serving as they get vested
- Assisting with the Sacramental Programmes for children
- Volunteer at a children's event
- Leading Children's Sunday School
- Visiting and praying with parishioners who are sick or elderly in their home or/and in rest homes
- Running events for under 18 year olds
- Praying over adults, children and families
- All duties of a priest which involves interacting with children and vulnerable adults in various contexts

1.11. Job Title, e.g.

- Youth Leader
- Children's Liturgy Leader/Helper
- Catechist
- Adult Altar Server
- Altar Server Supervisor
- Visitation Ministry Volunteer
- Pastoral Worker/Volunteer
- Spiritual Director
- Food parcel delivery
- Sacramental Programme Helper/Leader
- St Vincent de Paul Volunteer
- Prayer Minister
- Extraordinary Minister of Holy Communion to the sick
- Priest
- Seminarian
- Religious Sister

2. Verify the applicant's identity:
 - 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 provided by the applicant relate to them.
 - Check the applicant's ID matches their answers in page 3 and 4 of the form.

3. Enter the following details in your police vetting register:

- Full name
- Date of Birth
- Phone Number
- Email Address
- Address
- Role

Once you receive the outcome of the vet from the diocese add the following information to your register:

- Date next police vet is due (every 3 years)
- Outcome
- Conditions (if any)

4. Send the completed form along with copies of the applicant's ID via email or post to the Diocesan Police Vetting Administrator:

Katherine Pawson
kpawson@cdoc.nz
Cathedral House on Washington
2/9 Washington Way
PO Box 4544
Christchurch 8140

The Diocesan Police Vetting Officer will:

1. Process the vet via the NZ Police Vetting site
2. Keep a register
3. Inform the Police Vetting Delegate via the excel spreadsheet of the outcome of the vet, i.e.
 - Approved for role
 - Approved for role with conditions
 - Not approved for role

If there is a result the parish priest or catholic entity delegate will be contacted by the Diocesan Safeguarding Lead in the first instance and the parish police vetting delegate will be informed by email of the outcome of the vet.

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

1. Primary IDs include
 - Passport (NZ or Overseas)
 - NZ Firearms License
 - 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 License
 - 18+ card/Kiwi Access 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

If you have any concerns or queries, please do not hesitate to contact:

Diocesan Safeguarding Officer: Clodagh Ward – cward@cdoc.nz / 022 0124142

Thank you for your cooperation in assisting with this work