



POLICE CHECKING FACT SHEET FOR VOLUNTEERS

As part of the Catholic Diocese of Christchurch's commitment to implement the "Guidelines for the Prevention of and Response to Sexual Abuse in the Catholic Church in Aotearoa New Zealand", we are now conducting Police Vetting for all those who are involved in all voluntary ministries with children, young people, and vulnerable adults.

1. Who is being vetted and why?

Anyone who volunteers for a role/ministry that has direct and regular involvement with children and young people (under 18 years old), and/or elderly or vulnerable adults is asked to complete a 'Vetting Service Consent & Request' form and provide the required confirmation of identity documentation before commencing the role. Renewal for roles with a Police vet requirement is every three years.

The Catholic Diocese of Christchurch is an approved agency and will be submitting the police vetting forms on behalf of Catholic entities within the Diocese.

2. I am already police vetted through another organisation - do I need to do it again?

Yes. Each organisation is responsible for its own police vetting. A current vet from another agency will not be accepted, as the Police Vetting Service cannot guarantee the integrity of the information being passed on and data sharing is not permitted.

3. What two IDs am I required to present for validation to complete my police vetting consent form?

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.

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





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

4. How is the submission for vetting made?

A copy of the Vetting Service Request & Consent Form can be obtained from your parish/organisation or downloaded from the New Zealand Police website – search/link **Vetting Service Request & Consent Form**

Please complete pages 3 & 4 of the form and provide the required confirmation of identity documentation in person to your parish secretary, parish priest, or entity delegate. They will complete page 1 & 2 of the form, will verify your identity, and send the form to the Diocesan Vetting Officer to submit.

5. Information the Police may release.

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 **Vetting Service Request & Consent Form** which authorises the disclosure of the above information.

The Police Vetting Service cannot give advice regarding what specific information will be released for your vetting request. The information released can depend on many factors and is not determined until the vetting request is completed.

If you are eligible under the Criminal records (Clean Slate) Act 2004 **[Criminal Records \(Clean Slate\) Act 2004\(link is external\)](#)** (Link is external) your conviction history will not be released unless:

Section 19(3) of the Clean Slate Act applies to the vetting request (exemption to the Clean Slate regime)

Section 31 (3) of the **[Children's Act 2014\(link is external\)](#)** applies to the vetting request (safety checks of core children's workers)

6. Who will see the police result?

The Diocesan Vetting Officer will receive the Police Vetting Report from the police. Any results will then go to the Diocesan Safeguarding Office and Parish Priest / Community Leader or their delegate.

7. What if the vet returned a result?

If the vetting process discloses convictions or information involving harm against children, young people or vulnerable adults, or will have an impact on your future role, you will be advised and an assessment undertaken of your suitability to continue in your role. In such circumstances, if a safeguarding issue arises, a monitored Safeguard Plan may be appropriate and agreeing to this is a term of the role vetted for.





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Police Vetting Fact Sheet

8. Personal or Private Information

The Police Vetting Report received from the police will be securely held by the Diocesan office for up to 12 months then securely destroyed.

The Diocesan Office will keep a register of all vetted volunteers, as part of its long-term safeguarding programme.

The Diocesan Safeguarding Officer, Diocesan Vetting Officer and relevant Parish Priest / Community Leader will have access to any returned results. Police Vetting Information will only be accessed by those responsible for the management of the safeguarding programme, and will not be disclosed to third parties, other than the positions mentioned above. Returned police vetting information will be stored securely as per Diocese record management for parishes/entities.

We greatly value the work of our volunteers throughout the diocese and will work with parishes and Catholic entities to ensure all police vetting is successfully completed and the privacy of information is protected. This initiative of police vetting is part of the Church's nation-wide efforts to ensure our church is a safe place for our children and other vulnerable people.

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

