

GBWCT POLICY



Document Number: 00.11.03
Effective Date: 22/06/2020
Last Review Date: 02/12/2022
Next Review Date: 01/01/2025
Status: DRAFT

POLICE VETTING POLICY

This Policy sets out the manner in which the Golden Bay Workcentre Trust undertakes criminal conviction clearance requirements. The procedures outline vetting procedures for prospective employees, volunteers or Board of Trustees members.

1.0 Purpose

The safety and welfare of children, young people, staff, and other clients/participants of the Golden Bay Workcentre Trust is paramount.

Vetting can be used to help protect children, young people and vulnerable adults from being exposed to people who have a criminal history that could put them at risk. Vetting allows GBWCT to make informed decisions about the suitability of potential and current employees, Trustees, and volunteers.

The Golden Bay Workcentre Trust requires all new staff, volunteers and Trustees to submit to the appropriate vetting process for their role.

2.0 Vetting Types

Police Vetting

Police vetting searches the Police database for information held about the person being checked. Where there is information, the released information may include:

- conviction history
- location of the court
- the date of the offence
- the offence itself
- the sentence imposed.

When Police Vetting

- A person must provide their written consent before an organisation can request a Police vetting check on that person.
- Individuals cannot request a Police Vet on themselves. An individual can access information held about him/her by making a request under the Privacy Act 2020.
- Police vetting is not a complete background check and can only make up part of a robust recruiting and screening process.

Ministry of Justice Criminal Record Check

The Ministry of Justice can provide a copy of a person's criminal record that lists criminal and traffic convictions and sentencing from court appearances. Before requesting this information, an organisation must have the person's authorisation to receive copies of their criminal convictions. Further information can be found on the Ministry of Justice website

<http://www.justice.govt.nz/>

3.0 Policy Details

Each prospective employee, Trustee, or volunteer of the Golden Bay Workcentre Trust must undertake some form of criminal conviction clearance or Police vetting clearance before being officially engaged at the Golden Bay Workcentre Trust.

A satisfactory criminal clearance record will allow prospective employees or volunteers to commence their work at a date discussed and agreed to.

Core Children's Workers

Police clearance is required for those persons employed as Children's Core Workers. Police checks provide additional security checks over and above the Ministry of Justice record check and is required by law for Children's Core Workers as per Ministry of Social Development Provider Approval Accreditation guidelines.

All other staff/volunteers

All other staff and volunteers are required to complete a Ministry of Justice Criminal Conviction History check before employment commences.

Trustees

All members of the Board of Trustees are required to complete a Ministry of Justice Criminal Conviction History check. An appropriately satisfactory criminal clearance record will enable a potential member of the Board to commence their period of tenure and gubernatorial duties

4.0 Process

All criminal record checking will be carried out and paid for by the Golden Bay Workcentre Trust. Management staff will oversee the process and may delegate this task as necessary.

Generally, the outcome results will be sent to the General Manager and stored in the personnel files. Staff may not carry out their own checks. Results for Management staff will be sent to the Chairperson of the Board of Trustees.

Personal information e.g., records and applicants' right of access to any personal information held about them by the Golden Bay Workcentre Trust, will be held and shared in accordance with the Privacy Act 2020.

5.0 Confidentiality and Results

The vetting process should be confidential and adverse action may not be taken against the person concerned without them having an opportunity to validate the vetting information. If the Golden Bay Workcentre Trust is not satisfied the person is fit for the role due to the results of the MoJ or Police Vet, then they can be rejected from that role.

The New Zealand Police Vetting Service can only guarantee a vetting result as accurate at the time it is released to an approved agency. As such, vetting records need to be updated every three years.

An unsatisfactory criminal clearance will result in one of two outcomes:

Applications will be declined where:

- an applicant or volunteer (including Trustees) has any criminal convictions for crimes against another person, or
- has any similar matter waiting to be heard in the justice system, or
- has committed a crime that could have potentially harmed another person or the Golden Bay Workcentre Trust e.g., financial viability, crimes of violence, fraud etc, or
- where the applicant is currently serving a custodial sentence, or
- where the applicant is applying for a position as a frontline Children's Core Worker

Applications may be considered by Management and/or Trustees on an individual case by case basis where:

- the criminal conviction is for a "misdemeanour " such as DIC, or own use possession of cannabis and is older than 5 years; and is not related to crimes of violence, racial hatred, abuse, theft, fraud, the use of weapons against another person or persons, murder, bullying, blackmail or any form of harassment, and
- In consultation with, and the agreement of, the Relationship Manager of the department or agency whom the Golden Bay Workcentre Trust holds the contract with for the programme or service the applicant /volunteer is applying for.

6.0 Policy Scope

All GBWCT Staff and volunteers
All GBWCT Trustees