

# GBWCT POLICY

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## CRIMINAL CONVICTION CLEARANCE REQUIREMENTS 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 Policy Details

Each prospective employee or volunteer of the Golden Bay Workcentre Trust will undertake a criminal conviction clearance and/or police vetting clearance before being officially engaged at the Golden Bay Workcentre Trust.

A police clearance is required for those persons employed as Children's Core Workers. The clearance is obtained through an application to the Licensing and Vetting Service Centre. Additional security checks are required for Children's Core Workers as per Ministry of Social Development Provider Approval Accreditation guidelines.

All other staff and volunteers are required to complete a Ministry of Justice Request for Criminal Conviction History - Third Party form. This is available on the Ministry of Justice website.

All members of the Board of Trustees are required to complete a Ministry of Justice Request for Criminal Conviction History - Third Party form before taking up their period of tenure.

Licensing and Vetting and Ministry of Justice forms will be supplied by the Golden Bay Workcentre Trust management.

The outcome results will be sent to the General Manager, or in the case of the General Manager's or Development Manager's own clearance, results will be sent to the Chairperson of the Board of Trustees.

Protection of 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 defined in the Privacy Act 1993 2020. A satisfactory criminal clearance record will allow prospective employees or volunteers to commence their work at a date discussed and agreed to. An appropriately satisfactory criminal clearance record will enable a potential member of the Board to commence their period of tenure and gubernatorial duties.

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.

## 2.0 Policy Scope

All GBWCT Staff and volunteers  
All GBWCT Trustees

## 3.0 Policy Owner

GBWCT Manager.