

Police Check Process April 2018

New Form and Procedure

Police Vetting Check Policy

The Diocese has a policy that police vetting checks are required **every three years** for the following people:

- all mission unit clergy who hold a Bishop's licence
- all retired clergy who hold a Bishop's licence for Permission to Officiate or Permission to Minister
- all lay people in mission units who hold an Accredited Parish Chaplain licence
- all lay people in mission units who hold a Parish Licence
- all lay people who are members of Vestry including Treasurers
- all lay people in mission units who do ministry to the public on behalf of the parish
- all lay people in mission units who lead ministry within the mission unit, i.e., supervise a ministry
- all lay people who work with minors in children's, youth, young adults' or Messy Church ministries

It is the responsibility of the mission unit to keep records to ensure that police checks are up to date for those who are required to hold one.

The information supplied by the Police Vetting Service may only be used by the person requesting the information, i.e., the Bishop. It is police policy and Diocesan policy that information cannot be shared between organisations therefore an application for a police vetting check must be made under the Bishop's name for those who wish to work or volunteer within the Anglican Diocese of Wellington.

- **The up to date April 2018 police vetting check form is attached**
- **Please destroy any other copies that you may have and use only this one – we will not be accepting police checks on any other form from 16 July 2018**
- **The form may be photocopied**
- **The form is made up of three sections – section 1 is completed by the mission unit, and sections 2 and 3 are completed by the applicant**
- **Below is detailed instructions on how to complete the form correctly – please note that incorrectly filled out or incomplete forms will not be accepted for processing and you will be asked to complete another form**

Police Vetting Check Process

Section 1 – Approved Agency to Complete:

The purpose of this section is to provide the Vetting Service with the information required to process the application correctly in accordance with the appropriate legislation. If the role information provided is not consistent, your application will not be processed. The Vetting Service must comply with the Criminal Records (Clean Slate) Act 2004 and your answers to the questions in section 1 assist them in determining what section of the Act applies to the application.

- **Name of approved agency submitting vetting request:** is the Anglican Diocese of Wellington – Parish/Mission Unit of
- **Name of applicant to be vetted:** please ensure that the full name of the applicant is supplied including middle names and full forms of abbreviated names such as Michael instead of Mike

- **Description of applicant's role:** please provide a short description of the applicant's role
- **Applicant's purpose – all applications for the Diocese should fall within these three categories:**
 - **Employee:** applicant works for the mission unit and receives salary/wages
 - **Volunteer:** applicant volunteers for the mission unit and does not receive salary/wages
 - **Licence/registration:** this is the category for **all** clergy including stipended, non-stipended, Permission to Officiate and Permission to Minister clergy
- **What groups will the applicant have contact with:** please select one or more of the groups that the applicant will have contact with as part of their role
- **What is the applicant's primary role:** please select the option that best describes the applicant's main role – if more than one is applicable, please select the one that they will do the most (this question helps determine what section of the Criminal Records (Clean Slate) Act 2004 applies)
- **Will the role take place in the applicant's family environment:** will the applicant be carrying out the majority of their role in their place of residence?
- **Will the applicant be a volunteer or paid by your agency for their role:** please select whether the applicant is a volunteer or a paid member of staff
- **Is this request mandatory under the VCA Act:** please specify whether this is mandatory under the VCA Act
 - You would only answer yes to this question if the person being vetted is a children or youth worker such as anyone who works with children or youth without a parent or guardian being present
 - A core worker means a children or youth worker who is the only children or youth worker present or is the children or youth worker who has primary responsibility for, or authority over, the child, children or youth present
 - A non-core children or youth worker means a children or youth worker who is not the main children or youth worker present
- **If this is a mandatory VCA request, specify the reason:**
 - **New children's worker:** applicant is working for the first time in the organisation as a children or youth worker
 - **Existing children's worker:** applicant currently works for the organisation in a children or youth worker role
 - **VCA renewal:** subsequent VCA vetting request for an existing children or youth worker, required every three years
- **Evidence of identity:** this section is to confirm the identity of the applicant to ensure the correct person is being vetted to a standard accepted by the NZ Police. Two forms of ID must be sighted – one primary and one secondary – and one of these must be photographic
 - **Acceptable primary ID:** passport, NZ firearms licence, NZ full birth certificate (issued on or after 1998) or NZ citizenship certificate, NZ refugee or emergency travel document, NZ certificate of identity
 - **Acceptable secondary ID:** NZ drivers licence, 18+ card, NZ full birth certificate (issued before 1998), community services card or supergold card, NZ employee or NZ student photo identification card, IRD number, NZ issued utility bill (issued within the past six months), NZ teachers registration certificate, NZ electoral roll record, international driving permit, steps to freedom form
 - **Evidence of name change:** if the two identity documents have different names, then evidence of a name change (such as a marriage certificate or change of name by deed poll) must be sighted
- **Please ensure that this section is signed and dated by the person completing section 1**
- **Please note that the ID check cannot be done by a person who is related to the person applying for the police check**

Section 2 – Personal Information:

The purpose of this section is to provide the Vetting Service with enough information in order to carry out the vetting request. The following information is mandatory when submitting a vetting request:

- Applicant's full name
- Gender
- Date of birth
- Place of birth – town and country of birth (please include the state if it is Australia)
- NZ driver's licence number
- Any previous names such as maiden names or any aliases
- Permanent residential address

Section 3 – Consent to Release Information:

The Criminal Records (Clean Slate) Act 2004 states that if a person meets certain criteria their convictions will be automatically concealed. However there are some circumstances in which a person's full conviction history will be released even if they meet all of the criteria. **This section must be signed and dated by the applicant.**

Please return the completed and signed form to the Anglican Centre **within one month of signing the form**. The Police Vetting Service will not accept forms that have a long lag time between signing and filing. These forms will be destroyed and you will be requested to complete another form.

Reporting of Results

The Police Vetting Service will advise the authorised person at the Anglican Centre of the result of the police vetting check.

All applications with a clear result will be notified via email to the Vicar, Priest in Charge or leadership of the mission unit with a copy to the mission unit office. However, should there be a need; the Bishop will communicate in the first instance with the Vicar, Priest in Charge or leadership of the mission unit.

If you have any queries, please contact Karen Stewart on 04 472 1057 or email karen@wn.ang.org.nz.