

Police Vetting - NSOP

Section 2 – Health, Safety and Welfare

Version Number: 1.0

Effective Date: 15 September 2020

Review Date: 30 August 2022

Document Owner: Safety, Welfare and Risk Manager

1.0 PURPOSE

To outline the required procedures necessary for employees and selected members and/or volunteers to complete a NZ Police Vetting application.

2.0 SCOPE

These procedures apply to all permanent and seasonal SLSNZ employees as well as nominated Club members and/or volunteers in accordance with SLSNZ's Safeguarding Children Policy and/or Club's Safeguarding Children Policy amongst other member protection policies that may be adopted.

3.0 REQUIREMENTS

Required PPE	N/A
Awards/Licenses	N/A
Training	N/A
Other	N/A
Equipment	N/A

4.0 INTRODUCTION

Police vetting is a positive action taken by SLSNZ to help prevent potential harm to children, young people and other vulnerable people. A satisfactory NZ Police Vetting result provides SLSNZ and Clubs with a modicum of assurance that employees and selected volunteers and/or members do not have any serious prior convictions. The results of the Police Vetting application are confidential to selected SLSNZ (CEO or COO) and Club personnel (normally the Club Chair), whom are responsible for appointments. Neither SLSNZ nor the Club are permitted to disclose the results of a Police Vetting application to any other person or agency, unless permission to do so is granted by the applicant.

SLSNZ employees and selected Club members and/or volunteers are expected upon request of SLSNZ and/or their Club, to complete a NZ Police Vetting application every 2 years.

Teachers who have a current NZ teacher's practising certificate or approval documentation may submit

this to SLSNZ and/or a Club in lieu of a NZ Police Vetting application. SLSNZ and/or the Club must sight the teacher's practising certificate or approval documentation and confirm the teacher's registration number is the same as that listed on the New Zealand Teaching Council's website register.

5.0 PROCEDURES

- 5.1 The applicant downloads and completes the NZ Police Vetting Services Request & Consent Form.
- 5.2 Applicants seeking employment directly with SLSNZ must submit the completed application form along with required evidence of identity stipulated on the form to administration@surflifesaving.org.nz.
- 5.3 Applicants seeking a police vet for a Club, must submit their application form, along with required evidence of identity stipulated on the form, to the Club's delegated personnel. The Club will then forward this to administration@surflifesaving.org.nz for processing.
- 5.4 SLSNZ will lodge all received Police Vetting applications in a timely manner with the NZ Police Vetting service.
- 5.5 Police vetting 'No Result' returns will be notified to the designated SLSNZ and/or Club personnel as soon as practicable.
- 5.6 Police vetting 'Result' returns will be notified to the designated SLSNZ and/or Club personnel as soon as practicable. The designated SLSNZ and/or Club personnel must consider the result and determine whether the result prevents the appointment of the applicant to the role for which they have applied.
- 5.7 Applicants will be notified in writing if their application for employment with SLSNZ and/or the role with a Club is declined due to an adverse outcome of the police vetting process by SLSNZ's or the Club's designated personnel.