

POLICIES AND PROCEDURES

POLICE VETTING



BACKGROUND

The safety and welfare of children and young people involved in football is paramount. As part of our drive to continue minimising the risks of harm and enhancing the safety of the game for the generations to come, and particularly those entering the game in the junior ranks, Western Springs AFC (WSAFC) requires all new coaches (i.e. those not registered on the WSAFC database prior to 2018) of under 16 year-old players to submit to a police check as a condition of becoming a coach.

The core rationale for requiring a police check is about taking all practicable steps to ensure that our children playing football are not exposed to unacceptable risks that might be posed by people who have been convicted of or charged with serious offences.

POLICY

The named employees, volunteers and contractors must undergo the Police vetting process when they initially become involved at WSAFC. This vetting is valid for three consecutive years, at the start of every third year thereafter, they must re-submit to the vetting process.

VETTING PROCESS

WSAFC clearly outlines what offences are likely to disqualify coaches from coaching our junior players and we have a formal appeal process for anyone who feels that their offending does not pose a potential threat.

Police vetting searches the Police database for information held about the person being vetted. Information released may include:

- Conviction history
- Location of the court
- Date of the offence
- Offence itself
- Sentence imposed

Criminal conviction information is released in accordance with the Criminal Records (Clean Slate) Act 2004. A person that has been found guilty of certain offences against children and others may be removed or not allowed from coaching or any role with direct contact with children and young people. Convictions warranting discussion with the Chairperson and/or disqualification are as follows:

- Murder
- Sexual offences
- Indecency offences resulting in imprisonment
- Kidnapping
- Offences connected with child prostitution
- Possession or publication of child pornography
- Assault and/or violence and/or harassment towards a child
- Possession of drugs for supply resulting in imprisonment
- Recidivist drink driving resulting in imprisonment

Any person that has regular direct contact with children or young people will be asked to complete a Police vetting consent form, the process includes:

- With your signed vetting form, two forms of identification is required – the first form of identification is your driver's license and the second either a New Zealand Passport or birth certificate.
- The forms will then be provided to Police for vetting. The results of the Police check will be confidentially considered by a WSAFC. authorised personnel.
- If more investigation is required, in the interests of natural justice, the chairman of WSAFC will discuss this information with you in confidence before making a decision concerning any role.
- To ensure fairness to all, those required to apply but refuse to consent to Police Vetting or provide the required ID will be ineligible to serve at WSAFC.

RESPONSIBILITIES

WSAFC will (through WSAFC authorised personnel):

- Provide vetting rationale and process information
- Undertake vetting and notification on failed results
- Manage database records
- Organise and facilitate the appeals process

APPEALS

If the vetting result is not satisfactory the WSAFC Chairman or authorised personnel will inform the person and discuss that person's options: either to provide proof that the information is wrong or to withdraw from the role. If the person opts to prove the information is wrong then 2 weeks will be allowed for this. If the vetting reveals criminal offences or concerns that need to be given consideration, the following factors will be considered:

- How serious was the offence?
- How long ago was the offending and age of the person at the time of the offence?
- Has a sentence been served, or is there Periodic Detention/Community Service still be served?
- Was it a one-off offence, or is there a pattern of offending?

RIGHTS/PRIVACY

All people required to be vetted will have the right to be treated fairly and to have their privacy respected. The information contained in a police vet is confidential, and privacy must be safeguarded at all times.

- The WSAFC committee have been very careful to identify and select appropriate 'authorised personnel' to manage and process the police vetting of the club's volunteers.
- All vetting forms and personal information of our volunteers received will be kept in a secure online storage provider for the duration of the vetting process
- All vetting forms and personal information of our volunteers will be deleted once the vetting process has been completed
- A spreadsheet database will be kept for the management of the vetting process with no personal information other than the following being kept:
 - Name
 - Date of birth
 - Month/year vetting form was processed
 - Team the volunteer is connected with
 - Receipt of the vetting result received