



## Mission Resourcing

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# Police Vetting Policy and Process for Presbyters, Deacons & Stationed Lay Ministers

## Purpose of Police Vetting

Ministry work puts a person in a position of trust, therefore to ensure the safety of our members Conference decided that Police Vetting Checks are mandatory for all active Presbyters, Deacons, stationed Lay Ministers, and volunteers and paid lay workers over the age of 17, who work with children, youth and vulnerable adults.

Police Vetting checks allows the Church to access details of any recorded criminal convictions. If there are any records which raise concerns, further discussion will take place before a decision is made in regards to the role of the applicant.

These checks **must be** updated every five years.

Under the Vulnerable Children Act 2014, people who work with children are to undergo a safety check. The new legislation has divided children's workers into two groups;

1. Core Children's Workers – These are workers who are working in fully or partially state-funded enterprises or organisations.
2. Non-Core Children's Workers – These are workers who are working in churches and organisations which are not funded by the state

## Process

The following process is written to facilitate the Police Vetting process determined by the NZ Police;

1. Fill in the consent form by hand, sign and attach a copy of your current photo identification for verification (E.g. Current Passport or Current Drivers Licence).
2. Post all the documents to Mission Resourcing for processing.  
Private Bag 11903  
Ellerslie  
Auckland 1542

Please note that photocopies or faxed consent forms will not be processed.

3. Once Mission Resourcing receives the documents, it will be entered into the NZ Police Vetting Service Centre's electronic system for processing. While Mission Resourcing is waiting for the results the original documents will be stored in a secure place. The NZ Police Vetting Service Centre requires between 2-4 weeks to process.

Please note the following;

- In order to meet the obligations of the Privacy Act and the safeguard the integrity of the process, police check information will be dealt with by mail not by email or fax. Email may be used for general enquiries about process but not for specific information about people.
- The applicant must read the information about the Request and Consent Form before signing and authorising the Police to disclose any personal information it considers relevant to their application to the Methodist Church for the purpose of assessing their suitability.
- Vetting can only be carried out with the consent of the applicant given on the correct consent form and the form must not be older than three months when submitted by Mission Resourcing. It is recommended that in case of any difficulties or delays in the system that consent forms are submitted promptly.

4. Once Mission Resourcing receives the results the following will take place;

- a) The original will be filed at Mission Resourcing
- b) A copy will be sent to you for your records.

Please note the following;

- If there is an adverse outcome to the Police Vetting check this will be referred to the Pastoral Committee for consideration. (Conference 2009)  
A decision made will depend on various factors including but not restricted to:
  - The nature of the offence and the relevance to the current situation
  - The length of time since the crime was committed
  - Age and maturity now as compared to when the crime was committed as well as the seriousness of the crime
  - Pattern of crime. E.g. A short spate may indicate a 'phase' but a regular pattern may indicate continuing inappropriate behaviour
  - The position which the person is currently holding

### **What is Police Vetting?** (Sourced from the NZ Police website)

Police vetting searches the Police database for any information held about the person being vetted.

Criminal conviction information is released in accordance with the Criminal Records (Clean Slate) Act 2004.\*

### **Information released may include:**

- Information that NZ Police consider relevant to the application
- Active charges and warrants to arrest
- Any information received or obtained by NZ Police and any interaction with NZ Police in any context (including family violence). This may include information about;
  - Behaviours of a violent or sexual nature that may not have resulted in a conviction
  - Any interaction, including as a victim, with Police, whether it resulted in a criminal conviction or not.
- Conviction history

Information about traffic infringements, other than those resulting in demerit points or a suspended driver's licence, is not available.

In the interests of natural justice, organisations must discuss this information with the person before making any employment decision. It might well be that there is no longer any risk.

Where the person being vetted is concerned about the accuracy of information, Police welcome correction.

**IMPORTANT:** Police vetting is not a complete background check in itself. It should be used only as part of a robust recruiting and screening process. This includes your thorough verification of two to three ID's including one which is photographic (refer Consent Form). You are encouraged to become familiar with [www.dia.govt.nz/Resource-material-Evidence-of-Identity-Standard-Index](http://www.dia.govt.nz/Resource-material-Evidence-of-Identity-Standard-Index) particularly, but not restricted to cases where concern about the validity of documents exists.

**Australian Police Vetting:** The first four forms relates to New Zealand police vetting – the subsequent pages relate to where an applicant has been Australian based and you need to police vet – please note that there is a cost associated to this.

\*If a person has committed a less serious offence more than seven years ago, they may be able to get a 'clean slate'. This will automatically happen if there are no further convictions and other criteria are met. A clean slate means convictions can be concealed in most circumstances. This will continue as long as all the criteria are met. More information about the Criminal Records (Clean Slate) Act 2004 is available from the Ministry of Justice Privacy Unit website - [www.justice.govt.nz](http://www.justice.govt.nz)

*Updated May 2016*