

# Western Suburbs Football Club

## Police Vetting Policy and Process



### SUMMARY

- All Western Suburbs FC staff, contractors or volunteers over the age of 18 that have regular contact with children or young people (18 years old and under) at the club are required to undertake Police Vetting.
- This policy has been introduced for the 2023 season onwards, and is in line with New Zealand Football recommendations and requirements for other similar sporting codes in New Zealand.
- The Vetting Process is undertaken through the official New Zealand Football maintained online vetting website - [https://safeguarding.nzfootball.co.nz/vetting\\_submission\\_form](https://safeguarding.nzfootball.co.nz/vetting_submission_form).
- The Western Suburbs FC Vetting Process is managed by the Western Suburbs Coach Coordinator, who has been authorised by the Western Suburbs FC Board to manage this process.
- Two forms of identity are required to be personally witnessed by a Grade Convenor or the Coach Coordinator to complete the Vetting Process.
- The results of the Vetting Process are strictly confidential, and an appeals process is available if required.
- Police Vetting is valid for three years from the date of issue and is renewed every three years thereafter.
- Refusing to undertake Police Vetting (or not providing identity evidence) will result in ineligibility to work with children at Western Suburbs FC.

### BACKGROUND

The safety and welfare of children and young people involved in football is paramount. As part of Western Suburbs FC (Western Suburbs) focus on ensuring a safe environment for all players and supporters – committee members, coaches, managers or contractors and their employees over the age of 18 who have regular contact with members of a team that includes children or young people (18 years old and under) are required to undergo Police vetting from the 2023 season onwards.

Police vetting provides parents/care givers, families and whānau with the confidence that children are participating in sport supported by coaches and managers who do not pose a risk to their safety and supports our Child Protection Policy.

### POLICY

The Western Suburbs Coach Coordinator is responsible for ensuring Police Vetting is up to date. The Coach Coordinator adheres to confidentiality of personal data and information collected to conduct the applications and the responses, and the Privacy Act 2020 requirements.

Anyone over the age of 18 in a position of responsibility with children and young people must undergo the Police Vetting process when they initially become involved at Western Suburbs. This includes, but is



not limited to Coaches, Managers, or Committee Members who have regular contact with children or young people at the club. 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

Any person over the age of 18 that has regular direct contact with children or young people will be asked to complete the Police vetting process that includes:

- Completion of the New Zealand Football online Police Vetting form - [https://safeguarding.nzfootball.co.nz/club\\_vetting\\_form/western-suburbs-1657683028533x334363675001915650](https://safeguarding.nzfootball.co.nz/club_vetting_form/western-suburbs-1657683028533x334363675001915650). The online form includes a short video and quiz.
- Two forms of identification are required. These will be checked by the relevant Grade Convenor or the Coach Coordinator prior to the start of the season, or as needed during the season. Suitable identification includes:

Primary Evidence		Secondary Evidence
<b>NZ Full Birth Certificate, or</b>	<b>AND</b>	<b>NZ Driver License, or</b>
NZ Firearms License		18+ Card
NZ Citizenship Certificate		Community Services Card
NZ Refugee Travel Document		SuperGold Card
NZ Emergency Travel Document		NZ Employee Photo Identification
NZ Certificate of Identity		NZ Student Photo Identification
		NZ issued utility bill
		NZ Teachers Registration certificate
		NZ Electoral Role Record
		International Driving Permit
		Inland Revenue Number

- Ideally, all staff, contractors or volunteers will fully complete the Police Vetting process prior to working with any junior or youth team. Any exception to the Vetting Process due to elapsed time between the completion of the Police Vetting process and working with a junior or youth team will be made at the sole discretion of the Western Suburbs Chairman or authorised personnel and must be finalised within four weeks of the exception.
- The results of the Police check will be confidentially considered by Western Suburbs authorised personnel.
- If more investigation is required, the chairman of Western Suburbs or authorised personnel will discuss this information with you in confidence before making a decision concerning any role at Western Suburbs.
- To ensure fairness to all, those required to apply but who refuse to consent to Police Vetting or provide the required ID will be ineligible to work with children at Western Suburbs.

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

Information released may include:

- conviction history,
- location of the court,
- the date of the offence,



- the offence itself,
- the sentence imposed.

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

<https://www.legislation.govt.nz/act/public/2004/0036/latest/DLM280840.html>.

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.

### **RESPONSIBILITIES**

Western Suburbs will (through Western Suburbs 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 Western Suburbs Chairman or authorised personnel will inform the person and discuss that person's options; either to provide proof that the information is incorrect or to withdraw from the role.

If the person opts to prove the information is incorrect, 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 to 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 will be safeguarded at all times.



- The Western Suburbs Board 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 form information of our volunteers received will be maintained within the New Zealand Football Online Vetting system.
- The club management software, Friendly Manager will be used for record keeping of the Vetting process with no personal Police Vetting information other than the following being kept:
  - Month/year vetting form was processed.
  - Team the volunteer is connected with.
  - Receipt of the vetting result received and if appropriate the outcome of any appeals process.

**This policy was ratified at the Board meeting of Western Suburbs Football Club 29<sup>th</sup> January 2023.**