



DIOCESAN POLICE VETTING POLICY

PURPOSE

The Anglican Diocese of Auckland's Police Vetting Policy provides guidance on the situations in which it is appropriate to complete the Police Vetting process and outlines the standards for document management and destruction.

The Anglican Diocese of Auckland is registered with the New Zealand Police Licensing and Vetting Service Centre as an approved agency for vetting.

APPLICATION

At the 2003 Diocesan Synod the following motion was passed as Standing Order 37:

"THAT this Synod resolves that all parishes, ministry units and educational or social work agencies in the Diocese require voluntary Police checks for all persons seeking appointment (stipended, paid or voluntary) within the Parish, ministry unit or agency or clergy or lay worker who may have supervised or unsupervised responsibility or involvement in the care or oversight to children, young people or the elderly in the course of their duties".

DEFINITIONS

"agency"	shall mean an entity registered and authorised with the NZ Police for the purposes of vetting
"applicant"	shall mean the person named in the application, being vetted under the NZ Police Vetting procedure
"Appointing Delegate"	shall mean the vestry, vicar, manager, group coordinator or person responsible for the role in a supervisory capacity
"Bishop"	shall mean the Bishop of the Diocese of Auckland (or a Vicar-General, acting in accordance with Title A Canon I clause 8) ¹
"Diocese"	shall mean the Anglican Diocese of Auckland
"involvement"	shall mean when, though there may not be a direct responsibility for, but through the course of duties, there is engagement with children, young people, or vulnerable persons.
"Ministry of Justice"	shall mean the government department concerned with the management of New Zealand's legal and justice system.

¹ Interpretation Statute 2021

“New Role” shall mean where there is a move to a role with a significant change of duties or responsibilities *and* when it would otherwise require police vetting if it was the first time in a role.

“Result of Note” shall mean an outcome of the Police Vetting process where a Police Vetting Notice is released with results, as opposed to released with nil result.

1. POLICY

1.1 Police vetting is conducted through the New Zealand Police Vetting Service and, in accordance with Standing Order 37, is required for:

1.1.1 All people holding an authority to minister in accordance with The Licenced Ministry Statute 2021; and

1.1.2 All people (stipended, paid or voluntary) who may have supervised or unsupervised responsibility or involvement in the care or oversight of children, young people or the elderly in the course of their duties.

1.2 In accordance with the (Oranga Tamariki) Children’s Act 2014, police vetting is mandatory for those who may have supervised or unsupervised responsibility or involvement in the care or oversight of children as per 1.1.2, and a Ministry of Justice check is not sufficient.

1.3 Ministry of Justice Criminal Records Checks may be required for other appointments to Diocesan roles, either paid or unpaid, as per any current diocesan recruitment procedures.

1.4 An application for police vetting must be submitted before the commencement of any New Role.

1.4.1 Where the results of the police vetting have not been received prior to this, all authorization and agreements must be made subject to a satisfactory report.

2. RESULT OF NOTE

2.1 Any Result of Note will be accessible solely by the Bishop, or delegate, who will discuss the results and the consequences of the results on the appointment to any given role in confidence with the Appointing Delegate, and/or the applicant as appropriate.

2.2 Such results are subject to the same document management and destruction regulations as described in Section 4 of this policy, apart from the following exception to storage, in that they will be stored solely in soft copy in a secure folder accessible only by the Bishop.

3. VALIDITY

3.1 Further police checks must be conducted:

3.1.1 On the renewal of any Local Lay License or Permission to Officiate (PTO); or

3.1.2 Before commencement of any New Role; or

3.1.3 Every three years during the continuation of the same role;

whichever occurs first.

3.2 In accordance with the (Oranga Tamariki) Children’s Act 2014, for those who may have supervised or unsupervised responsibility or involvement in the care or oversight of children as

per Clause 1.1.2, three (3) years is the maximum period that will pass before further Police Vetting will be completed during the continuation of the same role.

4. DOCUMENT MANAGEMENT and DESTRUCTION

Documents will be managed and destroyed in line with guidelines on the police vetting website at www.police.govt.nz, for both soft copy and hard copy forms.

5. MINISTRY OF JUSTICE CHECK

From time to time, Ministry of Justice checks may be required, for example in the case of employment checks. Refer to the Recruitment Procedures/Policy for more information on the use of Ministry of Justice checks.

6. PRIVACY

In compliance with the Privacy Act 2020, the Police Vetting captures explicit approval from the applicant to allow a third-party agency, in this case the Anglican Diocese of Auckland, to access the personal data provided as a result of the Police Vetting request. All information received as a result of this process will be managed as per the Diocesan Privacy Statement.

7. RELATED POLICIES and PROCEDURES

- Diocesan Privacy Policy and Statement
- Licensed Ministry Statute 2021
- Maintaining Authority to Minister Policy
- Diocesan Police Vetting Procedure Document – Appendix 1 and 2
- NZ Police - Guide to completing the Vetting Request and Consent Form – police.govt.nz

8. RELATED LEGISLATION

- (Oranga Tamariki) Children's Act 2014
- Privacy Act 2020

9. OWNERSHIP AND REVIEW

This policy has been approved by the Diocesan Council and is owned by the Diocesan Council. It is to be reviewed annually and updated as required.

Date of Publication: **July 2025**