

APPENDIX 1: POLICE VETTING PROCEDURE

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

The procedures for this service require there to be one point of contact in the diocese to process the applications for vetting. The Diocesan Office has a Police Vetting Officer, who coordinates the completion and forwarding of the applications to the Police via the secure agency portal. The responses received from the vetting service will be received directly by the Bishop, who will review the responses and take any action needed as per the Police Vetting Policy.

All people under Clause 1.1.1 will need to complete the vetting process, however, in some cases, it may be difficult for parishes to decide which people under Clause 1.1.2 should be vetted. In general, the following guidance should be used:

If a person has unsupervised and ongoing contact with children, young people or the elderly then police vetting is required. To expand on that, if a person meets on a regular basis with young people, say a youth group or study group and there is the possibility that no other adult will be present at any stage during the interaction, then a police check is required.

For individuals who fall outside of the above criteria the diocese or parish may still wish to request a criminal conviction history from the Ministry of Justice in accordance with the Privacy Act 2022 and Ministry of Justice guidelines.

See: www.justice.govt.nz/services/criminal-records

RESPONSIBILITIES

Applicant	To submit true and correct information on a completed application form and include any required ID/documents.
Bishop	Receive results and results of note, inform diocesan Police Vetting Officer of results and discuss results of note with applicant and related parish/group directly.
Bishop's Office	Management of clergy police vetting applications and renewal process when validity is over.
Diocesan Police Vetting Officer	Management of process, management of documentation, online police vetting request submissions, results acknowledgement letters, follow up each application until completion.
Parish Representative Group Coordinator	Request individuals to complete police vetting in line with this policy document, facilitate completion

of the form per the guidelines document, submission to the police vetting email address, manage validity.

DOCUMENT MANAGEMENT and DESTRUCTION

In line with guidelines on the police vetting website at www.police.govt.nz, soft copy forms will be kept until its intended purpose has been completed, i.e. vetting process, employment decision, internal or external audit. Soft copies will be stored in a secure folder for the duration of their validity after which they will be completely deleted from the folder, user profile, and server.

In line with guidelines on the police vetting website at www.police.govt.nz, hard copies will be stored in a locked facility for a maximum of 12 months after which they will be destroyed using a secure document destruction facility.

Police vetting register

The date of a Police Vetting or Ministry of Justice check will be entered against the 'person' for validity monitoring. No further information on police vetting, including the form detail or result will be entered into the register.

Process for vetting

- a) Vestry, management/supervisor, or Group Coordinator to facilitate who within their parish or group is required to undergo police vetting.

In the case of clergy, the vetting process will be instigated by the Bishop's Office as necessary.

- b) Obtain the current Police Vetting Request & Consent form and guidelines from [the Police website](#).
- c) Complete the forms as required and return them to police.vet@aucklandanglican.org.nz for submitting to the vetting service.

In the case of clergy, the applications are received by the Bishop's Office and forwarded to the diocesan Police Vetting Officer.

- d) Vetting is normally completed within 20 working days (dependent on response times of the vetting service) and the results are received directly by the Bishop.
- e) The Bishop will direct the diocesan Police Vetting Officer to inform the relevant parish of all clear vetting results.
- f) Upon receiving a 'Result of Note', the Bishop will contact the appointing delegate and/or applicant to discuss the results. If the convictions are deemed to raise concerns for the individual in their role, they will be asked to withdraw from the position. If convictions are not considered relevant or raise any further concerns, parties may agree to process the application as a completed check with no further concerns identified.

E.g. a driving conviction would not necessarily exclude a person as long as there was no requirement to drive children in the course of their role. Similarly, a conviction for financial

dishonesty would not necessarily require a person to withdraw if the position did not involve dealing with funds.

APPENDIX 2: GUIDANCE ON COMPLETING FORMS

Please see the www.police.govt.nz/vetting website (Forms and Guides section) for guided information on how to complete the police vetting form. Specific information for Anglican applicants is also below:

Section 1

To be completed by you or another trusted representative of your parish*

- Include applicant's name and parish or group;
- Specify whether it is a NZ check or NZ and Australian (further info on this below);
- Role description, which groups they have contact with and type of role;
- Vulnerable Children Act – "No" is pre-checked as currently these are only mandatory for government agencies;
- Type of check (Clean Slate or Exception) is determined by the vetting service based on the applicant's role;
- Evidence of Identity – sight two forms of identification for the applicant and sign the section off as an authorised representative of the Anglican Diocese of Auckland.

**Any person recognised by the Diocesan Office as being associated with that parish can act as an authorised representative of the Anglican Diocese of Auckland to sight identification.*

When forms are being sent to the Diocesan Office, the copy of the IDs must be verified with the name and contact details of the person certifying them (Identity Referee), and signed and dated before sending. ID certification must be done in person and cannot be done remotely.

Section 2

To be completed by the applicant.

- All personal information as requested, including previous or alternative names;
- Sign and date as consent to disclosure. All forms must be correctly signed and dated;
- Note: vetting is only able to be submitted within 3 months of the applicant providing their consent.

Section 3 – Optional

To be completed by the applicant IF required by you.

- As the submission of an Australian National Police History check will incur a fee, this is optional for the parish/group.
 - At October 2025 these fees are AUD\$28 for a standard check and AUD\$7 for a volunteer check. Fees will be on-charged by the Diocesan Office. Likewise, for police checks from any other country the cost will need to be met by the parish.