



Karori Junior Hockey Club

Police Vetting of Volunteers

1. Policy Aims

Police Vetting of individuals engaged in Karori Junior Hockey Club (KJHC) club activities will help ensure the safety and welfare of the KJHC community and members by ensuring they are not exposed to unacceptable risks that might be posed by people who have been convicted of, or charged with, serious offences.

2. Goals

To:

1. Minimise the risk of harm
2. Enhance safety
3. Protect the club's assets

3. Guidelines

1. The requirement for an individual to be screened through Police Vetting will be determined by KJHC Committee (the Committee), in accordance with the agreed risk management strategy as follows:

- In order to safeguard players and provide additional support to volunteers, training sessions overseen by KJHC's junior volunteer coaches (less than 18 years old), shall be attended by at least two adult caregivers. In these cases, the risk to the KJHC community and members is minimised thus, the Committee propose that Police Vetting will not be required for individuals under 18 years old.
- Individuals who are likely to be in personal contact with players without the presence of at least two parents or guardians will be required to undertake Police Vetting. Consequently, KJHC coaches over 18 years old will be required to undertake Police Vetting.
- Match days shall be attended by at least two adult caregivers as well as spectators and therefore the risk to the KJHC community and members is minimised. The Committee propose that Police Vetting will not be required for Managers and Umpires.

2. The Committee will review its risk management strategy prior to the commencement of each season (annually).

3. New volunteers shall be vetted within two weeks of the commencement of training.
4. Police Vets will be updated every three years.
5. The Committee is responsible for ensuring the Police Vetting procedures are implemented.
6. A register of Police Vets undertaken will be maintained by the Committee.
7. When a Police Vet is completed, the report will be reviewed by the Authorised members of the Committee.
8. When a Police Vet does not raise any concerns it shall be filed. The Authorised members of the Committee will record that the Vet was undertaken in the Police Vet Register.
9. Where a Police Vet reveals that an individual has convictions the individual concerned shall be provided with a copy of the police report and offered the opportunity to have any incorrect entries amended.
10. In considering the convictions of an individual, the Committee shall take into account:
 - the nature and seriousness of the offence
 - the volunteer's role in the club
 - how long ago the conduct occurred and the circumstances surrounding the conviction
 - the age of the individual at the time of the offence
 - societal conditions that may have contributed to the offence
 - the probability that the individual will continue the type of behaviour in question
 - the individual's commitment to rehabilitation and to changing the behaviour in question
11. If after considering the nature of the individual's conviction the Committee decides that it has no concerns, then the Vet shall be filed. The Authorised members of the Committee will record that the Vet was undertaken in the Police Vet Register.
12. If the Committee concludes the convictions raise concerns for the safety of the KJHC community and members, a decision must be made by the Committee as to whether the individual can continue to volunteer for the club and / or which measures should be enacted to safeguard the KJHC community and members.
13. The Committee shall not accept any individual convicted of any offences involving:
 - sexual or other abuse of children
 - sexual violation or sexually exploitative behaviour
 - extreme violence
 - dealing in or supplying prohibited drugs
 - theft, fraud or offences involving property which have occurred within the previous 2 years

4. Confidentiality

1. The results of Police Vets shall be kept strictly confidential and privacy will be always safeguarded by the Authorised members of the Committee.

2. All vetting forms and personal information received will be kept in a secure digital storage 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, however an electronic record will be kept for the management of the vetting process with no personal information other than the following:

- Name
- Date of birth
- Month/year vetting form was processed
- Team the volunteer relates to
- Receipt of the vetting result received

5. Authority and Review

Authorised by: KJHC Committee 2022
Date: May 2022
Last updated: May 2022
Review date: As required