



OTAGO SOFTBALL POLICE VETTING POLICY

OTAGO SOFTBALL NEW ZEALAND POLICE VETTING POLICY AND PROCEDURE

POLICY

To contribute to a safe and secure Softball environment, OSA require the following individuals who have applied for a position with OSA to be subject to Police Vetting Checks:

- All coaches who have applied for an accredited status with OSA;
- All coaches who have applied to participate in OSA 's Representative coaching campaigns;
- All applicants for a OSA employment position;
- All applicants for a Board position;
- All applicants for a OSA contracting role, if it is determined by the OM that a Police Vetting Check is appropriate; and
- All applicants for a volunteering role, if it is determined by the OM that a Police Vetting Check is appropriate.

PROCEDURE

Vetting Checks

OSA qualify as an 'approved agency' by the Police. This entitles OSA to request a Police Vetting Check to be carried out on any individual associated, or applying to be associated, with OSA. The Community Director will be responsible for organising Police Vetting Checks.

A Police Vetting Report provides information regarding any convictions, dates of those convictions, types of offences and the sentence imposed. A Police Vetting Report will also advise whether the Police recommend that an individual does not have access to children, young people or vulnerable members of society due to behaviours of a violent or sexual nature (that may not, for whatever reason, have resulted in a conviction).

OSA will require each Relevant Individual to undergo a Police Vetting Check in respect of that Relevant Individual as a condition to his or her application to OSA being considered.

OSA may require the equivalent of a Police Vetting Check/Police Vetting Report from any other country where the Relevant Individual has resided.

Authorisation Required

OSA will require each Relevant Individual to authorise OSA to request a Police Vetting Check and a Police Vetting Report by completing an official 'Consent to Disclose Information' form.

If the Relevant Individual does not authorise OSA to obtain a Police Vetting Check, OSA will reject the relevant application.

Vetting Results – “No Result”

Where the Relevant Individual's Police Vetting Report returns as “no result”, the application and/or engagement may proceed to be considered by OSA.

Vetting Results – “With Results”

Where the Relevant Individual's Police Vetting Report returns “with results”, a Police Vetting Review Panel will be established within 10 days of receipt by the Operations Manager of the Police Vetting Report to assess the suitability of the Relevant Individual to be involved with OSA (the “**Decision**”) and their application will be placed on hold pending the Decision. The Police Vetting Review Panel may request OSA and/or the Relevant Individual to provide such

additional information as it considers necessary for consideration of the Relevant Individual's application.

When making the Decision, the Police Vetting Review Panel may, but is in no way limited to, consider the following:

- Whether the offence is listed as one of the Specified Offences in Schedule 2 of the Vulnerable Children Act 2014;
- The nature of the offence and relevance to involvement with OSA;
- The length of time since the crime was committed;
- Age and maturity of the Relevant Individual now as compared to when the crime was committed;
- Any pattern of offending;
- The nature of the role for which the Relevant Individual has applied and any risk mitigation proposals that have been provided to the Police Vetting Review Panel; and
- Whether or not there is any risk of harm to any individual associated with OSA.

The Police Vetting Review Panel must make its Decision (and notify it to the Operations Manager in writing) within 10 days of being provided with the relevant Police Vetting Report and any other information that it has requested. In making its Decision, the Police Vetting Review Panel may decide:

- That the information provided about the Relevant Individual in the Police Vetting Report is not serious enough to preclude the Relevant Individual from involvement in OSA or that an appropriate risk mitigation strategy has been put in place to mitigate any risks associated with the Relevant Individual's involvement in OSA, in which case the Relevant Individual's application will be cleared for continued consideration by OSA ;
- That the Relevant Individual is suitable for involvement with OSA provided that certain conditions are met in which case it may impose any conditions that it believes are appropriate and a risk mitigation framework must be developed between the CEO, affected partners and individuals and the Relevant Individual and approved by the Police Vetting Review Panel before the Relevant Individual's application can be cleared for continued consideration by OSA; or
- That the Relevant Individual is unsuitable for involvement with OSA, in which case the Relevant Individual's application will not be further considered by OSA and any application process will be discontinued.

Additional Vetting

OSA may make it a condition of an appointment of a contracting role, a volunteer role, a coaching accreditation, a Representative coaching role or a Board position that Relevant Individuals must:

- Inform the Operations Manager if they are convicted of a crime within their period of contract, volunteering or engagement; and/or
- Agree to OSA undertaking Police Vetting Checks at any time it considers appropriate, and if the subsequent Police Vetting Report shows a previously undisclosed incident or behaviour relevant to this Policy, the future of the Relevant Individual's continued involvement with OSA will be reviewed in accordance with clauses 3.1 – 3.5, and, if appropriate, may be terminated.

Disclosures

OSA may disclose the contents of a Police Vetting Report to the Police Vetting Review Panel and any other OSA employee, Board member, volunteer or contractor as necessary for the consideration and processing of the relevant application (**Appropriate Persons**) and reserves the right to disclose the results of a “with result” Police Vetting Report to third parties if it considers that the Relevant Individual poses a risk to the Softball community. Where OSA considers that no threat exists, it will endeavour to keep the specifics of the report or criminal record confidential and consent will be sought from the Relevant Individual before discussing the specifics of the Police Vetting Report with third parties other than Appropriate Persons.

