

- Rationale** GirlGuiding New Zealand has a commitment to providing a safe and positive experience for its members through leaders who are suitable role models and who demonstrate the values of the organisation.
- Purpose** To ensure that applicants who are accepted for GirlGuiding New Zealand leadership roles have been appropriately screened for their suitability as role models and leaders.
- Guidelines** All applicants for adult roles are required to consent to police vetting.
- Acceptance is not confirmed until satisfactory information is received. Confirmation of this is recorded with membership information on the database.
- Offences of a Sexual Nature*
In cases where information is received regarding offences of a sexual nature, the leadership application is not progressed further.
The zone staff member advises the applicant of the information received, confirms the accuracy of this information in respect of the applicant and advises in writing that the application is declined.
- Offences of a Violent Nature*
In cases where information is received regarding offences of a violent nature the application is considered on a case by case situation taking into account factors such as the nature of the offence, circumstances surrounding the offence, whether there was a single offence or several occurrences and the length of time since the offence occurred.
- The zone staff member checks with the applicant whether they wish to progress their application. If they do not wish to progress, the application is withdrawn and this is confirmed in writing.
- If the applicant wishes to progress the application, the zone staff member discusses the situation with the relevant Regional Co-ordinator and District Co-ordinator, taking into consideration how this may impact on the applicant's ability to be a leader and the safety of leaders and girls with whom the applicant will come into contact. A decision is made regarding whether the application is declined or progressed.
- For the application to proceed, the applicant must agree to an additional verbal reference being conducted by a zone staff member with an employer or a person of responsibility in the community who has known the applicant for at least five years and who is familiar with the values of GirlGuiding New Zealand.
- The applicant's information, a summary of the additional reference and the recommendations of the Regional Co-ordinator are written in a report which the Zone Manager co-ordinates and forwards to the Chief Executive and Zone Adviser for National Board consideration within six weeks of receipt of the police vetting information. Approval of the National Board is required to process the application and until this is granted the applicant is not given any leadership responsibilities.
- The outcome is communicated to the applicant, the Zone Adviser, the Regional Co-ordinator and District Co-ordinator by zone staff.
- Other Offences*
When information is received regarding other offences, a zone staff member reviews the information with the applicant and confirms accuracy of this information in respect of the applicant. The zone staff member checks with the applicant whether they wish to progress their application. If they do not wish to progress, the application is withdrawn and this is confirmed in writing.

If the applicant wishes to progress the application, the zone staff member discusses the situation with the Regional Co-ordinator and District Co-ordinator. A decision is made regarding whether the application is declined or progressed.

For the application to proceed, the applicant must agree to an additional verbal reference being conducted by a zone staff member with an employer or a person of responsibility in the community who has known the applicant for at least five years and who is familiar with the values of GirlGuiding New Zealand.

The applicant's information, a summary of the additional reference and the recommendations of the Regional Co-ordinator are written in a report which the Zone Manager co-ordinates and forwards to the Chief Executive and Zone Adviser for National Board consideration within six weeks of receipt of the police vetting information. Approval of the National Board is required to process the application and until this is granted the applicant is not given any leadership responsibilities.

The outcome is communicated to the applicant, the Zone Adviser, the Regional Co-ordinator and District Co-ordinator by zone staff.

Information which could affect membership

If appointed to a leadership position, the applicant agrees to advise GirlGuiding New Zealand of any changes which could affect their membership, as part of the leader agreement.

If information becomes available about a member which may impact on their suitability for leadership, this will be addressed in accordance with the Policy on Dealing with Complaints Against Leaders as detailed in *A Guide to Guiding in New Zealand*.

Ongoing appointments

Further police vetting will be undertaken at three yearly intervals from the initial date of appointment, at which time the leader will be given a consent to disclosure of information form to sign. Any new information will be managed through the Policy on Withdrawal of Appointment in *A Guide to Guiding in New Zealand*.

Member Database Records

In situations where a member or new leader is known to have a police record, the zone staff member records on the confidential tab of the member database the application decision, with any restrictions as a condition of acceptance of the application for leadership.

Information supplied by New Zealand Police must be destroyed, or deleted if stored electronically, once it is no longer required for application approval purposes.

Conclusion GirlGuiding New Zealand provides a safe environment for members through the appointment of leaders who have been appropriately screened.

Date of policy June 2000

Last reviewed October 2014

Next Review October 2017