

Rationale GirlGuiding New Zealand has a commitment to providing a safe and positive experience for its members through volunteers who are suitable role models and who are aligned with the values of the organisation.

Purpose To ensure that applicants who are recruited into GirlGuiding New Zealand volunteer positions have been appropriately screened regarding their suitability as role models and volunteers.

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 membership database (OGM).

Offences of a Sexual or Violent Nature

In cases where information is received regarding offences of a sexual or violent nature, the volunteer application will not be progressed further. The Recruitment Co-ordinator advises the applicant of the information received and advises in writing that the application is declined.

Other Offences

When information is received regarding other offences, the Recruitment Co-ordinator reviews the information with the applicant and confirms 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 If they do not wish to progress, the application is withdrawn and this is confirmed in writing.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 Recruitment Co-ordinator discusses this with the Area Manager and volunteer role the position will report to. 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 the Recruitment Co-ordinator 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 Area Manager will send a report with their recommendation, the applicant's information and a summary of the additional reference to the Girl Experience Manager (Classic Programme) for classic programme volunteers or Girl Experience Manager (Community Programme) for community programme volunteers within six weeks of receipt of the police vetting information for their decision regarding appointment to a role. Approval of the relevant manager is required to process the application and until this is granted the applicant will not be given any volunteer responsibilities.

Once advised of the outcome, the Area Manager will communicate this to the applicant, the volunteer role the position will report to and Recruitment Co-ordinator.

Information which could affect membership

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

If information becomes available about a volunteer which may impact on membership, this will be addressed in accordance with the Adult Complaint/Incident/Performance Process.

Ongoing appointments

Further police vetting will be undertaken at three yearly intervals from the initial date

of membership. In the quarter prior to the initial date the volunteer will be given a consent to disclosure of information form to sign. Failure to comply with the organisation's three year review process or disclose any new information will be managed through the Adult Complaint/Incident/Performance Process.

Member Database Records- OGM

In situations where an applicant or volunteer is known to have a police record, the Recruitment Co-ordinator records on the confidential tab of their database record the application decision, with any restrictions as a condition of acceptance of the application for volunteering.

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 volunteers who have been appropriately screened.

Date of policy June 2000

Last reviewed January 2019

Next Review January 2022