



Triathlon New Zealand Police Vetting Policy and Procedure

1 Definitions

'**CEO**' means the chief executive officer of Tri NZ from time to time and if a CEO is not appointed, the chairman of the Board.

'**Board**' means the board of Tri NZ from time to time.

'**Community Manager**' means the community manager of Tri NZ from time to time and if a community manager is not appointed, the CEO.

'**Police**' means the New Zealand Police

'**Police Vetting Check**' means a search conducted by the New Zealand Police (or overseas equivalent) on a Relevant Individual's criminal record.

'**Police Vetting Report**' means the information gathered from the New Zealand Police (or overseas equivalent) from a Police Vetting Check.

'**Police Vetting Review Panel**' means a panel of two Board members and one Board appointed independent person set up for the purpose of reviewing the suitability of a Relevant Individual whose Police Vetting Report has returned "with results".

'**Policy**' means this Triathlon New Zealand Police Vetting Policy and Procedure.

'**Relevant Individual**' means the relevant person (falling within Section 2) whose application is being considered by Tri NZ and to which this Policy applies.

'**Tri NZ**' means Triathlon New Zealand.

2 Policy

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

- All coaches who have applied for an accredited status with Tri NZ;
- All coaches who have applied to participate in Tri NZ's High Performance coaching programme;
- All applicants for a Tri NZ employment position;
- All applicants for a Board position;
- All applicants for a Tri NZ contracting role, if it is determined by the CEO that a Police Vetting Check is appropriate; and
- All applicants for a volunteering role, if it is determined by the CEO that a Police Vetting Check is appropriate.
- This vetting is valid for two consecutive years, at the start of every third year thereafter, they must re-submit to the vetting process.

3 Procedure

3.1 Vetting Checks

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Tri NZ qualify as an 'approved agency' by the Police. This entitles Tri NZ to request a Police Vetting Check to be carried out on any individual associated, or applying to be associated, with Tri NZ. The Community Manager 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).

Tri NZ 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 Tri NZ being considered.

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

3.2 **Authorisation Required**

Tri NZ will require each Relevant Individual to authorise Tri NZ 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 Tri NZ to obtain a Police Vetting Check, Tri NZ will reject the relevant application.

3.3 **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 Tri NZ.

3.4 **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 CEO of the Police Vetting Report to assess the suitability of the Relevant Individual to be involved with Tri NZ (the “**Decision**”) and their application will be placed on hold pending the Decision. The Police Vetting Review Panel may request Tri NZ 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 Tri NZ;
- 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 Tri NZ.

The Police Vetting Review Panel must make its Decision (and notify it to the CEO 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 Tri NZ or that an appropriate risk mitigation strategy has been put in place to mitigate any risks associated with the Relevant Individual's involvement in Tri NZ, in which case the Relevant Individual's application will be cleared for continued consideration by Tri NZ;
- that the Relevant Individual is suitable for involvement with Tri NZ 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 Tri NZ; or
- that the Relevant Individual is unsuitable for involvement with Tri NZ, in which case the Relevant Individual's application will not be further considered by Tri NZ and any application process will be discontinued.

3.5 Additional Vetting

Tri NZ may make it a condition of an appointment of a contracting role, a volunteer role, a coaching accreditation, a High Performance coaching role or a Board position that Relevant Individuals must:

- inform the CEO if they are convicted of a crime within their period of contract, volunteering or engagement; and/or
- agree to Tri NZ 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 Tri NZ will be reviewed in accordance with clauses 3.1 – 3.5, and, if appropriate, may be terminated.

3.6 Disclosures

Tri NZ may disclose the contents of a Police Vetting Report to the Police Vetting Review Panel and any other Tri NZ 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 triathlon community. Where Tri NZ considers that no threat exists, it will endeavour to keep the specifics of the report or

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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.