



Police and Criminal Conviction History (CCH) Check Policy

The purpose of this policy is to set out the need for Police or CCH checks (or for those under the age of 18, appropriate character references) every three years to be obtained for individuals who are appointed or elected to positions of responsibility in order to ensure the safety and wellbeing of all, especially the young and the vulnerable in the Diocese and to ensure appropriate management of finances.

The information supplied through the police or CCH check system may only be used by the person requiring the information, i.e. the Bishop. Information cannot be shared between organisations therefore an application for a police or CCH check must be made under the Bishops' authority for all those who wish to work within the Diocese of Waikato and Taranaki.

Requirements for Police or CCH Checks

(1) Police checks (or their equivalent and for those under the age of 18 appropriate character references) of individuals are required to be obtained when an individual is appointed or elected to an office or a position where that individual has:

- (a) financial responsibilities (CCH);
- (b) responsibilities for working with the vulnerable (PC),
- (c) responsibilities for working with children and young people under the age of 18 (PC).

(2) Without limiting the generality of the above the requirement for police checks extends to:

- (a) clergy who are to be appointed to a position that requires the holding of any form of licence in the Diocese including retired clergy who take services; and
- (b) lay people who are to be appointed to a position that requires them to hold a Lay Minister's Licence (or equivalent); and
- (c) parish treasurers; and
- (d) individuals appointed to work with the vulnerable; and
- (e) individuals to be appointed as Children and Young Person Safety Officers; and
- (f) individuals to be appointed to positions that require them to supervise or interact one-on-one with children and young people including those appointed to Youth Ministry positions.
- (g) individuals working in the Diocese as Parish nurses
- (h) individuals accepted for ordination training

Process for Vetting

- a) Vicar, Regional Dean, Priest in Charge, Governing Body or Group Coordinator to decide who within their ministry unit is required to undergo police vetting based on guidelines detailed above.
- b) Obtain the current Police Vetting Request and Consent form (or the Ministry of Justice CCH request form) – from the Diocesan website or contact the Bishops’ Offices at Charlotte Brown House for Waikato or Tikituterangi House for Taranaki.
- c) Once all forms have been completed return to the Bishops’ Offices at Charlotte Brown House for Waikato or Tikituterangi House for Taranaki for submitting to the Diocesan vetting service officer.
- d) Vetting should be completed within 20 working days (dependent on response times of the Vetting Service) and longer for CCH requests and all results will be forwarded directly to the appropriate Bishop.
- e) The appropriate Bishop’s office will inform the relevant Ministry Unit of all clear vetting results.
- f) Upon receiving notification of convictions, the Bishop will notify the individual that their Police Check has been returned with notice of conviction and contact the person in charge of the ministry unit or group to discuss the result. If the convictions are deemed to raise concerns for the individual in their role, they will be informed that their application cannot proceed or if already holding a position, be asked to withdraw from the position. If convictions are not considered relevant or raise any further concerns, parties may agree to process the application as a completed check with no further concerns identified.

E.g. a driving conviction would not necessarily exclude a person as long as there was no requirement to drive children in the course of the contact. Similarly, a conviction for financial dishonesty would not necessarily require a person to withdraw if the position did not involve dealing with funds.

Guidance on completing forms

If you need further assistance in completing the required forms please contact the Bishops’ Offices at Charlotte Brown House for Waikato, Tikituterangi House for Taranaki.