

BASKETBALL MANAWATŪ

POLICE VETTING POLICY



PURPOSE OF THIS POLICY

The purpose of this Police Vetting policy is to provide reassurance to players, parents and caregivers that their person involved in basketball in Manawatū will be kept safe whenever they are in our care.

We have a duty of care to all players for their safety and wellbeing when playing, training or travelling with our programme.

It is acknowledged that the police vetting process is only as update as at the date the application to vet a person is lodged, but every possible step will be taken by us to ensure the players ongoing safety.

SCOPE OF THIS POLICY

It is a requirement of Basketball Manawatū that all people working in any programme sanctioned by Basketball Manawatū are to be screened or vetted before they take on any role with us.

Screening and Vetting Requirements

Robust and consistent screening and vetting will help us assess whether people are suitable to work within our programme. The screening and vetting processes has become mandatory for all sports bodies working with children and young people. Therefore, this is not just a Basketball Manawatū requirement.

The following outlines the Screening and Vetting processes for paid or unpaid engagement of staff, coaches and, the appointment of team managers for away competitions.

PROCESS

We shall:

- Carry out an Identity Verification where the person is not already known by Basketball Manawatū staff and/or board members – this is where proof is required for people to verify who they say they are, including previous identities.
- Check a person's referees (verbal or written) about his/her suitability for the role.
- Obtain a signed consent form from the applicant for a check of Justice records.
- Undertake the check of Justice records.
- Make an assessment as to whether the person may be unsuitable to work with people under the age of 18 years if the person doesn't agree to a records check after explaining why it is a requirement of our policy. If unsatisfied, we will not appoint them.
- Update and reassess the information every three years.
- Protect the privacy of the person who is checked and maintain confidentiality of any information obtained through the checking process.
- Return all information, or paperwork, to the person if they are not appointed.

Those who have conviction(s) for child sex offences or violent crimes against children will not be permitted to work with children and young people in any sanctioned Basketball Manawatū programme/activity, unless there are extenuating circumstances and protective management and monitoring systems & processes can be put in place to protect any children and young persons involved in the programme.

Note: If we are required to, we shall provide written assurances to the Basketball New Zealand that we have carried out the Screening and Vetting processes for those acting as coaches or team managers at away competitions conducted by BBNZ.



The General Manager for Basketball Manawatū shall be appointed as Police Vetting Officer for the programme and will be the main point of contact for the New Zealand Police.

Information about Police Vetting and what it covers can be found here

<http://www.police.govt.nz/advice/businesses-and-organisations/vetting/information-about-vetting>

Basketball Manawatū will accept Police screening results from a third party, provided the screening is aligned to our vetting criteria and complies with this policy.

The process we shall follow:

1. Submit an application to register as a vetting agency
2. Once approved, we shall be able to access the vetting website
3. Complete vetting forms will be sent to all appointed coaches and team managers
4. Upload forms for vetting (results can take 15-20 working days)
5. Review vetting results and decide whether person/s can act (or not) as a coach or TM or staff person.
6. Ensure person is a member on the Basketball Manawatū Database, or we shall load their details into the database.
7. Load the date and “Police Vetted” (if the result of vetting is acceptable)
8. Retain a copy of the Vetting result as we may be required to provide written assurances to their BBNZ that they have carried out the Screening and Vetting processes for those acting as coaches or team managers at their level.
9. Members working with players must be vetted at least EVERY THREE YEARS.
10. If, as a result of a Police screening, it is found that a person has criminal convictions, the General Manager will consult the Chairperson of Basketball Manawatū to determine if the person can still be involved, and what protective management and monitoring systems and process’s need to be put in place to allow this to still happen.

Three Tiered Volunteer Structure

Tier One – Appointment made with no restrictions needed to be put into place.

Tier Two – Appointment made BUT only in relevant area’s/role’s and with protective management and monitoring systems and process’s put in place.

Tier Three – No appointment to be made.

We need to always remember that the Vetting Process can take a minimum 15-20 days to complete, so we shall have to have gained the required signed documentation for permission to vet well in advance of the event the Coach or Team Manager is required for.

POLICY REVIEW

Basketball Manawatū will monitor and review this policy on a two-yearly basis.

REFERENCES

Legislation (including any amendments) relating to working with children and young people includes:

- Criminal Records “Clean Slate” Act - 2004
- Childrens Act - 2014
- Childrens Regulations - 2018
- New Zealand Police Vetting Service Approved Agency Agreement- 2019