



Canterbury Golf Incorporated

Child Protection Policy

May 2017



Canterbury Golf Child Protection Guidelines

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A. Canterbury Golf Child Protection Statement

Canterbury Golf are committed to the health, safety and well-being of all its officers, staff, Golf Clubs, Club Members, and the participating public, and are dedicated to providing a safe environment for participating in golf activities.

We have increased exposure and risk for child abuse through our Golf in Schools Programme, player coaching and development programmes, and representative programmes, and seek particularly to provide guidance in these areas.

These guidelines do not attempt to address all child protection matters and there are a number of Canterbury Golf documents that relate to child and member protection that we should be aware of, including:

- Canterbury Golf Code of Conduct.
- Canterbury Golf Representative Code of Conduct
- Health and Safety documentation – Event, Office, and Golf in Schools.

Purpose of these Guidelines

The purpose of the Child Protection Guidelines (Guidelines) is to provide guidance to stakeholders around the best practice procedures in relation to the protection of Golf Clubs, Club Members, and the participating public with particular reference to Minors and Vulnerable Adults.

The Guidelines are consistent with, but subject to, the Canterbury Golf Constitution, and all policy directives of the Canterbury Golf Executive Committee. These Guidelines must be interpreted in accordance with the Constitution. To the extent that there is any inconsistency between these Guidelines and the Constitution, the Constitution will prevail.

The Guidelines may be amended by Canterbury Golf at any time. Amendments will be issued in accordance with the Constitution and will be available on the Canterbury Golf website.

The Guidelines are not enforceable against Golf Clubs or Club Members, however Canterbury Golf encourages all Clubs to comply with the Guidelines to ensure the safety of their Club Members, and participating public.

Summary of Guidelines

These Guidelines convey a message to all Canterbury Golf stakeholders that abuse, particularly those U19, by other Club Members or an external source, is not acceptable and Canterbury Golf encourages all incidents of such abuse to be reported immediately to the appropriate authorities.

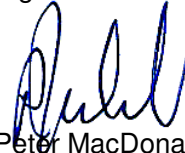
Last Reviewed: 16 May 2017

Signed



Grant Lewis
General Manager
Canterbury Golf

Signed



Peter MacDonald
President
Canterbury Golf

B. Introduction & Duty of Care

Introduction

The policies and guidelines referenced within this document and its appendices are those of Canterbury Golf. The principles of both the Guidelines and the Appendices are based on our moral and ethical duty to ensure all stakeholders can enjoy golf in a safe environment and as such they reflect current best practice.

Canterbury Golf wishes to ensure that all those taking part in golf are able to do so protected and kept safe from harm while they are with staff, coaches and/or volunteers. This is particularly true in respect of children and vulnerable adults.

Defined Terms

- *Executive Committee* means the Executive Committee of Canterbury Golf as defined in the Constitution.
- *Golf Club or Club* means affiliate member of Canterbury Golf as defined in the Constitution.
- *Constitution* means the Constitution of Canterbury Golf.
- *Member* means an affiliate member of Canterbury Golf as defined in the Constitution.
- *Club Member* means a club member as defined in the Constitution.
- *Minor/Child/Children* means a person under the age of 19.
- *Vulnerable Adult* means a person who is, or may be, in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.
- *Stakeholder* means any person or organisation managing, supervising, or participating in a golf activity under the jurisdiction or control of Canterbury Golf.

Duty of Care

These Guidelines provide stakeholders with a clear understanding of what their ‘duty of care’ is and how this relates to their position in providing activities and being responsible for those they are supervising.

For the purpose of these Guidelines, a ‘Duty of care’ generally means: “*The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in any activity for which that individual or organisation is responsible*”.

Adults also have a responsibility to ensure Children and Vulnerable Adults are protected. In relation to golf, all stakeholders have a duty to ensure the highest possible standards of care are achieved in relation to Children and Vulnerable Adults taking part in golf.

In an activity such as golf, safety and keeping people safe is all about risk assessment and minimising the risks involved at all levels of participation. In organised activity there is a heightened duty of care and as such we should be aware that the principal risks extend to the quality of control exercised by those in charge. This duty may extend to officers, staff, volunteers, coaches, officials, event managers or administrators. Therefore they should all take ‘reasonable’ steps to safeguard those directly taking part in golf activities as at any time they may be deemed responsible for those in their charge.

The content of these Guidelines provides specific information in respect of the protection of minors and the protection of vulnerable adults so that stakeholders can appreciate their 'duty of care' with regard to these groups of people, risk assess their positions and support and advise those at risk.

The guidelines presented within this document, provide stakeholders with ideas and recommendations to assist them in implementing specific procedures and safeguards to protect young and vulnerable members.

C. Understanding Abuse and Harassment

This section of the Guidelines provides definitions of abuse and harassment and sets out some recommendations to assist stakeholders with recognising abuse and bullying.

Abuse

Abuse is defined as anything which individuals or organisations do, or fail to do, that directly or indirectly harms people or damages their prospects of a safe and healthy development. It is generally acknowledged that there are four main types of abuse - physical, sexual, emotional and neglect. Abuse generally occurs within a relationship of trust or responsibility and is an abuse of power and/or trust.

Physical Abuse

Physical abuse is just what the term implies - hurting or injuring another person e.g. by hitting, shaking, squeezing, burning or biting them. In sport this might result if the nature or intensity of training is inappropriate for the capacity of the performer or where drugs are tolerated or advocated.

Sexual Abuse

Is where others, especially children/vulnerable adults, are used by adults to meet their own sexual needs. It could range from sexually suggestive comments to full intercourse and could include the use of pornographic material.

Emotional Abuse

Emotional abuse occurs when a person is not given love, help and encouragement and is constantly derided or ridiculed e.g. racial or sexual remarks. It can also occur if a child/vulnerable adult is over protected. Abuse can occur where a parent or coach has unrealistic expectations over what a child/vulnerable adult can achieve.

Neglect

Failing to meet the basic needs of children/vulnerable adults', such as food, warmth, adequate clothing, and medical attention or constantly leaving them alone. It could also mean failing to ensure they are safe or exposing them to harm or injury.

Bullying and Harassment

Bullying and harassment in all forms is regarded by Canterbury Golf as unacceptable. The bully in golf can be an adult – ie the parent/caregiver who pushes too hard, the coach who adopts a win-at-all-costs philosophy or adults who attempt to assert unacceptable behaviour on a younger person to make them unwelcome. Bullying can also occur between young people.

Cyber Bullying

Given the emergence of new telephone and internet social networks, the opportunity for unwanted and improper comments and statements has dramatically increased. Messages or statements made in these ways using these means of communication are largely instantaneous, and can easily be abused. Others may also manipulate a person by encouraging a statement to be made on Twitter or Facebook, for example, when the writer may be upset or vulnerable. Cyber bullying has the potential to cause great anxiety and distress to the person who has been the target of any comments or statements.

Indications of Abuse

There are physical and behavioural signs that might raise your concern about the welfare or safety of a child. They are only indicators - not confirmation. Some examples are:

Where the person(s):

- Says that she or he is being abused, or another person says they believe (or actually know) that abuse is occurring.
- Has an injury for which the explanation seems inconsistent.
- Behaviour changes, either over time or quite suddenly, becoming aggressive, withdrawn or unhappy.
- Appears not to trust adults, e.g. a parent or coach with whom she/he would be expected to have, or once had, a close relationship.
- Shows inappropriate sexual awareness for his/her age and sometimes behaves in a sexually explicit way.
- Becomes increasingly neglected-looking in appearance, or loses or puts on weight for no apparent reason.

Bear in mind that physically disabled children and children with learning difficulties and vulnerable adults are particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them.

What if you accidentally hurt a child?

You should report such incident immediately to the General Manager of Canterbury Golf and make a brief written note of it. You should also inform the child's parents/carergivers, preferably in person.

Is touching OK?

If a coaching technique would benefit from physical contact or support, then first ask the athlete/person permission (e.g. would you mind if I held your shoulders to show you what I mean?). It is useful to take time to explain why and how this is used to the person and their parent or caregiver (if under 19). Touching can be OK and appropriate as long as it is neither intrusive nor disturbing or for the wrong reason.

D. Minors and Vulnerable Adults

The welfare of minors/vulnerable adults is everyone's responsibility, particularly when it comes to protecting minors/vulnerable adults from abuse. Everyone can help – staff, District Officers and volunteers, referees, coaches, parents, friends and children themselves.

The common law principle *in loco parentis* imposes a duty on a person to provide the degree of care towards children in their care that could be expected from a reasonably careful and prudent parent. This includes taking reasonable measures to prevent foreseeable risks of injury to children and young people.

Canterbury Golf recognises that some children and young people have additional vulnerabilities or are disadvantaged by their experiences such as children with disabilities or who come from minority ethnic groups. Bearing in mind that children and young people can be and are disadvantaged by these and other experiences, it is important for all those that work with children to be extra vigilant in creating a safe culture.

Abuse can occur wherever there are children/vulnerable adults - at home, at school, in the park, at the golf course. Sadly, there are some people who will seek to be where minors/vulnerable adults are simply in order to abuse them. We believe that everyone in golf has a moral responsibility and therefore a part to play in looking after the children and vulnerable adults with whom we are associating.

While the welfare of minors is Canterbury Golf's first consideration in establishing a protection of minors programme, it is also seen that the interests of coaches themselves need to be taken account of, particularly where falsely accused. A feature of Canterbury Golf's policy on protection of minors is to ensure that we provide coaches with access to a confidential advice, guidance and support path.

The protection of minors procedures stem from the following principles:

- The child's welfare is paramount.
- Anyone under the age of 18 is classed as a Minor.
- All children, regardless of age, any disability they have, gender, racial origin, religious belief and sexual identity and/or social/economic status have a right to be protected from abuse.
- Respect and promote the rights, wishes and feelings of young people.
- Those supervising minors (particularly those holding positions of authority e.g. coaches, officials, managers) need to be provided with advice to raise awareness of best practice and guidance and support should they become involved in an abuse situation.

By following these guidelines you will help to protect both the minor/vulnerable adult and those supervising from wrongful allegations:

- Avoid situations where you are alone with one minor/vulnerable adult. Canterbury Golf acknowledges that occasionally there may be no alternative, for example, where a minor/vulnerable adult falls ill and has to be taken home. We would stress, however, that one-to-one contact must never be allowed to occur on a regular basis.
- If any form of physical support is required ask the persons permission, explain what you are doing and why to both the minor/vulnerable adult and their parents/caregivers.

- Where possible ask parents/caregivers to be responsible for minors/vulnerable adults in changing rooms or similar situations. Always ensure that whoever supervises young people work in pairs.
- Where there are mixed teams/groups away from home, they should always be accompanied by an adult male and female coach/helper.
- Don't allow physically rough or sexually provocative games, or inappropriate talking or touching.
- If it's necessary to do things of a personal nature for minors/vulnerable adults, make sure you have another adult accompanying you. Get the consent of the parent/caregiver and if possible the minor/vulnerable adult. Let them know what you are doing and why.
- Ensure that any claims of abuse by a minor/vulnerable adult are taken seriously and that it is dealt with by people who know what to do.
- Ensure that the nature and intensity of training and competition does not exceed the capacity of a minor's/vulnerable adult's immature growing body and ability.
- Monitor the use of and those using photography or video equipment.
- Follow any overnight stay & alcohol policies in place.

E. Reactive Measures and Process

This section of the Guidelines sets out a process for stakeholders if there are concerns about the welfare of a child or vulnerable adult involved in golf. In particular, it sets out some examples of situations where a stakeholder may have concerns over the welfare of another person including a child or vulnerable adult.

If there is suspicion on reasonable grounds that abuse is/has taken place:

This may be by one of the following:

- When a child tells you they have been abused (see below for specific actions).
- When someone else tells you a child has been abused.
- A child tells you they know someone who has been abused (often they are referring to themselves).
- You observe a person's behaviour and/or injuries etc, and your knowledge of that person, leads you to suspect abuse.
- You observe a person's abuse of another person.

If another person tells you that he or she is being abused:

- Stay calm.
- Don't promise to keep it to yourself.
- Listen to what the person says and, please, take it seriously.
- Only ask questions if you need to identify what the person is telling you - don't ask the persons about explicit details.
- Make a detailed note of what the person has told you.

If you are a supervisor, or the parent/caregiver or friend of a person or child you should:

- Ensure the Member is safe (if they are in your care).
- Maintain the safety of other persons involved.
- Obtain and document the following information:
 - The person's name, age and address.
 - Your reason for suspecting abuse – i.e. observation, injury, information.
 - Your assessment of danger posed to the person including information pertaining to the alleged perpetrator.
 - What arrangements, if any, exist for the immediate protection of that person?
 - What involvement, if any, other agencies have in dealing with the suspected child protection issues?
 - Tell the manager, supervisor, coach or any officer, or at an event possibly an event manager/referee - unless, of course you suspect them of being involved.

And

- Call Police in the case of emergency or serious abuse.

If you are a Manager or event organiser you can:

- Talk to the child's parents/caregivers about the concerns if you think there may be an obvious explanation such as a bereavement or pressure from their studies/exams.
- Get advice from Canterbury Golf staff or officers.

- If you are working with players away from home, at a training camp, perhaps, or a national/regional competition - tell the team manager or the coach.
- If you are working with a school - inform the head teacher.
- If you are involved with another organisation refer to their contact point for their action.

And/Or

- Contact Canterbury Golf:
 - Make direct and confidential contact with the General Manager.
 - Staff have access to external resources and are tasked with advising you on such issues as parental involvement and police involvement. Remember - if in doubt, seek immediate advice.

Please remember it is not your responsibility to decide whether a person is being abused but it is your responsibility to pass the information on to the appropriate person. Make a detailed note of what you've seen or heard but don't delay passing on the information.

The following guidelines may be used as a measure by stakeholders addressing child protection issues:

- Report the matter to the relevant department of welfare services, children's services or child protection.
- Report the matter to the police and preferably the child protection unit as appropriate.
- Refer the matter to Canterbury Golf for further assistance.
- The suspected victim and other family members may be asked to approach Canterbury Golf or their local GP to obtain a referral to professional support services and medical specialists.
- Seek legal advice on how to manage the issue as it needs to be in accordance with the Constitution.
- If the Club Member is suspended or his/her membership of an affiliate Canterbury Golf Club is terminated, check periodically to ensure the Club Member is having no involvement with golf.
- Periodically follow up on the victim's progress after initial counseling and that they have access to available care.

F Canterbury Golf Staff & Volunteer Support

Staff training

All staff and volunteers involved in supervision of Minors will receive training and instruction in “Recognising and Responding to suspected child abuse”. Training will include signs of potential abuse, being aware of the procedures to follow if confronted with allegations or evidence of child abuse and knowing the roles of agencies involved in child abuse preventions.

Prevention

Staff and volunteers will take practical steps to protect children while they are participating in Canterbury Golf programmes, tournaments and representative teams.

Staff and volunteers will be aware of where children are and what they are doing, and will be similarly aware of what other staff are doing. Sound supervision procedures are in place to protect children. These include ensuring that:

- Children are in designated areas where supervision can easily occur.
- That one-to-one contact or discussion with a child does not occur behind closed doors.
- Visitors will be monitored and will not have unsupervised interaction with children.
- Visitors are required to sign in and out of the programme.
- Where members of the public or staff employed by other agencies are also on site, appropriate staff ratios will ensure children are within sight of a staff member at all times.

Early intervention

The Induction and training provides for staff and volunteers to be trained to understand early warning signs for abuse or neglect, and are encouraged to listen to children carefully about their concerns. All staff and volunteers are encouraged to discuss any concerns with senior staff or management who will determine:

- If advice will be sought from Child, Youth and Family Service
- If a report of concern will be made to Child, Youth and Family Service or the Police
- If any other action will be taken

If abuse or neglect is suspected, or a child discloses abuse, staff/volunteers will record incidents, observations and/or what the child says.

If abuse or neglect is suspected, or a child discloses abuse, a report of concern should be made to Child, Youth and Family Service or the Police. Clear policies and procedures should be in place to guide reporting.

Reporting concerns to a statutory agency

All cases of suspected Child Abuse will be responded to in a manner which best ensures children’s immediate and future safety.

Step One

Record when a child tells you a safety issue. A supervisor should be consulted immediately.

Step Two

Believe the child. DO not investigate the child yourself. Do not question or counsel the alleged offender. Do not make decisions alone. If your suspicions have not been confirmed as significant, continue to monitor the situation closely in consultation with others. If concerns are confirmed, report it.

Step Three

You will advise the General Manager of their concerns so decisions can be made as to who will seek advice from Child, Youth and Family Service or the Police to find out what steps should be taken.

Step Four

After consultation with NZ Children and Young Persons Service and/or the Police, the General Manager will find out who will be responsible for informing the parents of the child.

Step Five

Canterbury Golf will provide support outside of their organisation for staff/volunteers if there is a need.

As a member of the public any staff member or volunteer has the right to report abuse directly to the Police or Child, Youth and Family Service, in accordance with Section 15 of the Children, Young Persons, and Their Families Act 1989.

The wellbeing and safety of the child will be the primary concern when any decision or action is taken regarding concerns about a child's wellbeing. Staff and management are not required to seek parental permission to report their concerns.

Responding to suspicions and allegations against a staff member or volunteer

An initial report of any incident must be written down in full, as soon as possible.

- Where appropriate the General Manager will discuss the incident as soon as practical with the staff member and other possible witnesses. The staff member's/volunteer's version of the incident(s) will be investigated before any decision is made. Where the investigation takes more than one day, the staff member may be asked to carry out alternative duties or suspended until a full investigation can be completed. Appropriate support will be accessed for the staff member.
- Where there is some substantive evidence that an instance of child abuse may have taken place advice will be sort from Child, Youth and Family Service by the General Manager. Where there are reasonable grounds to suspect that an instance of child abuse has taken place, that staff member/volunteer shall be suspended/stood down whilst an investigation occurs.
- Management will take into account the advice of Children, Young Persons Family Service, or other support agency as to whether Police will be advised unless it is clear that a criminal offence has taken place, in which case the Management will advise the Police directly.
- Staff and volunteers will be advised of their rights to seek independent legal advice.
- The Parent of the child (or children) affected will be advised as soon as possible after investigations are reasonably complete, unless deemed by the General Manager to be inappropriate.

Obligations to Staff & Volunteers

- Whilst the protection of the child shall be paramount and the next obligation of the Management shall be a full and fair investigation, it shall not be forgotten the impact on staff and volunteers this can have. Care will be taken to ensure that the presumption of innocence of those accused or implicated will be maintained until investigations are complete. Counseling and time off will be offered to staff that have been accused wrongly.
- All observations, after an investigation has been notified, shall be kept in writing in a confidential manner.

Staff & volunteer behaviour

Canterbury Golf expects staff and volunteers to be supportive, non-abusive and to present themselves as a positive role model. Many children have affectionate natures and express themselves freely, regardless of the situation and the child's culture and nature, staff must avoid inappropriate physical contact.

- In making physical contact with children, adults should be guided by the principle that they will do so solely in order to meet the child's physical or emotional needs.
- Touching should not be initiated to gratify the adult needs. Children should not be asked to take care of adult physical or emotional needs.
- If any child initiates physical contact in the seeking of affection, reassurance or comfort it is appropriate to respond in a manner suitable for that child's development stage and needs. It is not appropriate to force any form of unwanted affection or touching on a child.
- The physical contact of children during changing or personal cleaning must be for the purpose of that task only and not to be more than is necessary for that job. Children should be encouraged to take care of themselves to the limits of their ability.
- Staff and volunteers should AVOID being alone with a child.
- Staff and volunteers must be aware of where all children are at all times.
- Programme staff must ensure volunteers and visitors are supervised when working with a child or group of children.
- Staff and volunteers may not smoke in front of the children or programme areas.
- Clothing should facilitate job performance (i.e be appropriate for participating in activities, be safe, be appropriate for role-modeling to children).
- Personal visitors and telephone calls shall not interfere with responsibilities of supervision.
- Staff/volunteers must acknowledge their emotional and physical limitations and request support and/or relief when necessary.
- Confidentiality must be maintained at all times.
- Staff/volunteer medications must be labeled and stored out of reach of children.
- Children should not be present when staff/volunteers use the toilet and bathroom facilities.
- "Adult" topics of conversation should not take place within hearing of the children.
- Staff/volunteers should maintain a professional relationship with families with respect to confidentiality, objectivity and conflict of interest.

Duty of care

Staff and volunteers understand they have a duty of care in respect to the children they are supervising. This means they have a duty to use due care towards others in order to protect them from unnecessary risk of harm. All possible care will be taken to ensure children's wellbeing and safety and to act without negligence.

G. Good Practice Guidelines for Golf Clubs & Club Members

If you have good standards of practice within your Golf Club people are more likely to join!

We recommend that Golf Clubs review their existing policies and practices to help safeguard the welfare of their members. By taking these basic steps you will also help protect your officer/volunteers/coaches and the Club from wrongful allegations.

We know that if the procedures are to help to protect club members and children, everyone involved in golf needs to see and discuss them. We are, therefore, asking Golf Clubs to make sure that the Child Protection Guidelines are widely distributed and discussed at Club committee meetings.

In particular, we encourage all Golf Clubs to undertake the following procedures to ensure the club maintains a safe environment for its members.

Club specific member protection guidelines

Each Club should adopt a member/child protection guideline or policy including minors & vulnerable adults. This should suit the type of Golf Club you are and what you provide. It can be brief, or long, the important point is that everyone is made aware of it and you establish how it will be implemented – and then implement it. It should contain a statement of your commitment to providing a safe place for children/vulnerable adults to participate in golf and to preventing their abuse. You should also include a code of practice and procedures for how you aim to achieve this – some examples are provided below.

Recruiting and Managing Volunteers

Having good standards of practice within your Club is likely to encourage more people to join. This includes:

- Screening of volunteers (see below – Police vetting).
- Induction procedures for all volunteers.
- Establishing clear roles.
- Regular checks or supervision of helpers.
- Information about clubs rules/operating procedures.
- System for feedback and support.
- Support training of helpers and coaches in protection of minors/vulnerable.

Club Committee or Board Meetings

Discuss the following on a regular basis at club committee or board meetings:

- Any activities that have or have the potential of breaching member or child protection policy.
- Any camps or team travel activities.
- Any new staff or volunteers involved in dealing with minors.
- Any changes that need to be made or reviews of this policy

Dealing with Disclosures or Discovery of Abuse

Issue written procedures and have systems in place for dealing with incidents of abuse.

Codes of Conduct

Ensure all members/coaches/officials adhere to the Canterbury Golf Code of Conduct and establish Codes of Conduct for staff, officers, members, coaches and volunteers, parents/guardians within your Club.

H. Protection Tools

This section of the Guidelines provides some specific guidance around Police Vetting, Alcohol Protocols and Privacy Policies.

Police Vetting

What is Police vetting?

The main purpose of Police vetting is to protect society's most vulnerable members, including children, older people and people with special needs. It allows organisations to make informed decisions about potential employees, current employees or volunteers working directly with these vulnerable groups of people. Organisations that provide services to these people can ask to check the criminal records of potential employees, employees or volunteers. It is recommended that existing employees are Police vetted every two-three years. Vetting requests cannot be made by individuals.

Information provided by Police vetting

Criminal conviction information held by the Ministry of Justice is accessed by Police under Schedule 5 of the Privacy Act 1993 and is released in accordance with the Criminal Records (Clean Slate) Act 2004.

Information released by Police about the person being vetted may include:

- conviction history;
- driving demerit points or suspension of licence;
- family violence information;
- any interaction with Police, including as a victim; and
- information about violent or sexual behaviour that did not result in a conviction.

Minimal information about the behaviour may be released or an electronic 'red stamp' may be placed on the request. Electronic 'red stamps' recommend that vetted individuals do not have unsupervised access to children, older people or other vulnerable members of society. A 'red stamp' is issued if disclosing information would breach a Court order or be likely to prejudice the maintenance of the law.

Giving consent for Police vetting

As part of the vetting process, every person must give their permission before the vetting process can take place. This requires the person to fill in a consent form (Authorisation to Disclose Information – see Appendix 1).

If the person is eligible under the Criminal Records (Clean Slate) Act 2004 to have their criminal record concealed, it is an offence to ask the person to reveal it. Exceptions to this are covered by section 19 of the Act.

What Canterbury Golf or a Golf Club should do with vetting results

The information supplied by the Police will be sent directly to the person who requested it (ie General Manager, Canterbury Golf or Golf Club Manager) and it will not be divulged to any other person except to whom the information relates. Police vetting information will be used when considering persons suitability for a position.

If there is no criminal record in the vetting information, the individual to whom the information relates shall be notified and the information shall be destroyed.

If the vetting information indicates any kind of criminal history, the suitability of the appointment of the individual shall be considered (or continuing appointment) taking into account:

- the type of offence and its relevance to employment;
- the length of time since the crime was committed;
- the age and maturity now as compared to when the crime was committed;
- the seriousness of the crime;
- the circumstances at the time of any violent behaviour;
- the pattern of crime; for example a short spate may indicate a 'phase' but a regular pattern may indicate continuing inappropriate behaviour;
- the proximity of the person undergoing vetting to any children, older people or people with special needs. For example are they likely to have unsupervised access to these vulnerable people?; and
- any explanations the vetted person makes in discussions about the vetting information.

The vetting process is described in detail in Appendix 1 and contains the consent form.

Canterbury Golf recommendations

Canterbury Golf recommends Golf Clubs undertake police vetting in respect to the vetting of officers, volunteers, coaches, managers, chaperones, staff members and officials. In particular, Canterbury Golf strongly encourages Golf Clubs to police vet the following persons:

- Voluntary coaches and managers that have responsibility for Minors, especially while travelling or when other adults are not present.
- Club volunteers i.e. drivers, parent helpers and support staff may also be considered as requiring some form of check, again appropriate to the amount of contact with Minors/Vulnerable Adults.
- All new employees/staff should be asked to undergo vetting procedures at the time of job offer.
- Existing employees/staff should be asked to undertake vetting on a phasing in basis.

Alcohol Protocols

Each Golf Club should have an Alcohol policy in place that provides guidance to Club Members and officers for activities both at the club and while travelling. In all cases alcohol consumption must be conducted within the law.

Privacy Policy

Privacy is important as individuals have a right to control their personal information. Providing personal information is an act of trust and Clubs should take that seriously. Canterbury Golf recommends each Club has a privacy policy in place to comply with privacy laws and principles. The policy must be consistent with the Club Constitution.

Section 1: **Approved Agency to complete**

Name of Applicant to be vetted:

Name of Approved Agency submitting vetting request:

Canterbury Golf Incorporated

- New Zealand Police Vet only
Sections 1 & 2 to be completed
 New Zealand Police Vet & Australian National Police History Check
Sections 1, 2 & 3 to be completed

APPLICANT'S ROLE – PURPOSE OF VET

- Employee Contractor/Consultant Volunteer Prosecution
 Vocational Training Licence/Registration Visa/Work Permit Other: (please specify here)

Description of Applicant's role / licence / registration (e.g. caregiver; cleaner; taxi driver; teacher; etc):

What group(s) will the applicant have contact with in their role for your agency?

- Children/Youth Elderly Other Vulnerable Adults Other:

What is the applicant's primary role for your agency?

- Care & Protection (Children/Youth) Care & Protection (Elderly/Vulnerable Adults) Education
 Healthcare Other

Is this request mandatory under the Vulnerable Children Act 2014 (VCA)?

- Yes(VCA Core Worker) Yes(VCA Non-Core Worker)
 No (mandatory under other legislation/optional/standard Police Vet)

Please note the NZ Police Vetting Service cannot provide any guidance as to whether requests are subject to the Vulnerable Children Act 2014. For information on this please see www.childrensactionplan.govt.nz.

If this is a mandatory Vulnerable Children Act request, please specify the check reason below:

- New Children's Worker:** Applicant is working for the first time in your organisation in a children's worker role.
 Existing Children's Worker: Applicant currently works for your organisation in a children's worker role.
 VCA Renewal: Subsequent vetting request for an existing children's worker, required once every three years.

Application of the Criminal Records (Clean Slate) Act 2004:

The NZ Police Vetting Service must comply with the Criminal Records (Clean Slate) Act 2004. Your answers to the above questions will assist us in determining what section of the Act applies to this vetting request.

Section 16 (Clean Slate): Conviction history will not be released if applicant is eligible for clean slate.

The role does not fit the criteria in section 19(3) of the Criminal Records (Clean Slate) Act, e.g. teacher, doctor/nurse, rest home carer.

Section 19(3) (Exception): All criminal convictions will be released EVEN IF the applicant is eligible for clean slate.

The role fits the criteria of one or more of the exceptions in section 19(3) of the Criminal Records (Clean Slate) Act

e.g. it is a role predominantly involving the care and protection of, but not predominantly involving the delivery of education to, a child or young person (e.g. caregiver, nanny, foster/homestay parent, applicant for adoption) [section 19(3)(e)].

For information on the clean slate regime, see <http://www.justice.govt.nz/services/criminal-records/about-the-criminal-records-clean-slate-act-2004>.

Section 1 continued:

Approved Agency to complete

EVIDENCE OF IDENTITY (ID)

- for further information, see <http://www.dia.govt.nz/Resource-material-Evidence-of-Identity-Standard-Index>

I confirm that the identity of the applicant has been checked by [A] or [B] as follows:

[A] I have (or my delegate has), OR, A Trusted Referee* has sighted the ID documents below, and verified the photo against the applicant in person (mark box)

Primary ID document (e.g. passport, original birth certificate, firearms licence, etc; *see link above*)

and

Another form of ID (e.g. driver licence, 18+ card, Community Services Card, etc; *see link above*)

and

One of the above must be photographic – confirm comparison made

and, if applicable

Evidence of name change where names differ (e.g. marriage/civil union certificate, statutory declaration, etc)

*[*a trusted referee must be over 16, and not be related, or a partner/spouse, or a co-resident of applicant, and be either a person of standing in the community (e.g. registered professional, religious or community leader) or registered with the Approved Agency. The Trusted Referee must sign a copy of the photo ID and provide his or her name and contact details.]*

Optional additional check by me (if appropriate)

A search of our records to verify uniqueness (especially for professional bodies)

[B] I have received an assertion of a RealMe verified identity

- limited to agencies who are able to use RealMe to verify identity

- for further information, see <https://www.realme.govt.nz/>

CHECKLIST

In making this request, I confirm that:

I have complied and will comply with the Approved Agency Agreement (or existing Memorandum of Understanding) between NZ Police and the Approved Agency I represent;

I am satisfied as to the correctness of the Applicant's identity (if applicable I confirm that Trusted Referee contact details have been provided); and

I have obtained the Applicant's authorisation to submit this vetting request, as set out in section 2 of this form.

Approved Agency Authorised Representative:

Name:

Date:

Signed in electronic form:
[mark box]

OR

Signature:

Name of Approved Agency submitting vetting request:

Section 2: Applicant to complete and return to Approved Agency
(the Approved Agency will submit the vetting request to NZ Police and receive the vetting result)

PERSONAL INFORMATION

Details (note: the name you are most commonly known by is your primary name)

*Family name: (Primary)	<input type="text"/>	First name(s): (Primary)	<input type="text"/>	<input type="text"/>
*Gender:	(M) <input type="checkbox"/> (F) <input type="checkbox"/> (Other) <input type="checkbox"/>	*Date of birth: (dd/mm/yyyy)	<input type="text"/>	
*Place of birth: (town/city/state)	<input type="text"/>	*Place of birth: (country)	<input type="text"/>	
NZ Driver Licence number: (*where held - for ID verification by NZ Police)	<input type="text"/>			

If applicable, please include other names and mark them A, M, or P as appropriate:

- (A)** alias or alternate name(s)
- (M)** married name if not primary name
- (P)** previous/maiden/name changed by deed poll or statutory declaration

Family name: (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	First name(s): (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Family name: (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	First name(s): (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Family name: (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	First name(s): (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Family name: (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	First name(s): (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Permanent New Zealand Residential Address

*Number/Street:	<input type="text"/>		
Suburb:	<input type="text"/>	Post Code:	<input type="text"/>
*City/Town/ Rural District:	<input type="text"/>	*Period of Residence:	<input type="text"/>

**Denotes a mandatory field*

Section 2:
continued

Applicant to complete and return to Approved Agency
(the Approved Agency will submit the vetting request to NZ Police and receive the vetting result)

CONSENT TO DISCLOSURE (for a New Zealand Police Vet)

- for further information, see <http://www.police.govt.nz/advice/businesses-and-organisations/vetting>

I **acknowledge and understand** as follows:

1. The information about me that NZ Police may consider relevant to my application and release in vetting comprises any conviction history and, for certain agencies, infringement/demerit reports; and it may include any other information such as active charges and warrants to arrest, any information received or obtained by NZ Police, and any interaction I have had with NZ Police in any context (including family violence), even where I have not been charged, or charges are withdrawn, or I have been acquitted (not guilty) of a charge, or I have been discharged without conviction.
2. Any conviction history will be released in accordance with the Criminal Records (Clean Slate) Act 2004; this means that, if I am 'eligible' for clean slate (e.g. no convictions for 7 years, never been to prison, no convictions for specified sexual offending, etc – see section 7 of the Act):
 - a. my criminal record of convictions will not be disclosed; but
 - b. if the role for which I have applied is an exception to the clean slate scheme (e.g. predominantly involving care and protection of a child or young person), my criminal record of convictions will be disclosed.
3. Where relevant information is subject to statutory or Court-ordered name suppression or prohibitions on disclosure, or other constraints on disclosure such as expectations of confidentiality or the protection of active criminal investigations or the safety of individuals, NZ Police may issue an alternative vetting result stating the existence of relevant non-disclosable information, without details.
4. Where new information is obtained by NZ Police after the completion of my Police vet, NZ Police may disclose this information to the Approved Agency, and where appropriate to the Vulnerable Children Act Exemptions Administrator, if the information is considered relevant to the purpose of the Police vet.
5. The personal information I provide in this form is being collected for vetting purposes, and may also be used for the purpose of updating NZ Police records.
6. I may withdraw this consent, prior to Police's disclosure of the vetting result, by notifying the Approved Agency who will immediately notify NZ Police to cease the vetting process (any fee remains payable by the Approved Agency).
7. I am entitled to access the vetting result released to the Approved Agency and seek correction of Police information about me in accordance with the Privacy Act 1993 by making a request to the 'Approved Agency' in the first instance.
8. No later than twelve months after the release of the vetting result, the Approved Agency will securely dispose of this consent form and copies of identification documents, as well as the vetting result released by NZ Police, unless a longer retention period is required by legislation applying to the Approved Agency.
9. The information I have provided in this form relates to me and is correct.

Applicant's Authorisation:

- I have read and understood the information above
- I authorise NZ Police to disclose any personal information it considers relevant to my application (as described above) to the Approved Agency making this request for the purpose of assessing my suitability.

Signed in electronic form:
[mark box]

OR

Signature:

Date: