



POLICE VETTING

Waikato Diving Club Incorporated Society

Abstract

To ensure the health, safety, and wellbeing of all Waikato Diving Club members during trainings, competitions and other club-related activities.

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Police Vetting — Policy

Policy Statement

Waikato Diving Club Incorporated Society (WDCIS) is committed to providing a safe and supportive environment for all its members, especially children and young people in alignment with the **Children's Act 2014** and **Diving New Zealand's safeguarding policies**. All vetting information will be handled in accordance with the **Privacy Act 2020**, ensuring confidentiality and secure management of personal data in accordance with **Policing (Police Vetting) Amendment Act 2024**.

Scope

This policy applies to all appointed individuals **18 years or older**, who are involved with WDC activities and operations, coaches, team officials, managers, or volunteers who travel with WDC teams regionally.

Inputs

Police vetting helps approved agencies assess an individual's suitability for a particular role, contributing to public safety and national security. This service is provided by **New Zealand Police** through the **Police Vetting Service (PVS)**.

Standard Operating Procedure's

This produce is found on the New Zealand Police – The Vetting Process.

<https://www.police.govt.nz/advice-services/businesses-and-organisations/nz-police-vetting-service/vetting-process>

1. *Request and Consent Form*

[Download the most recent version of our request and consent form](#). Once the applicant has signed the consent section of the form, it is valid for three months. After three months, the applicant would need to give their signed consent again before your agency submits their vetting request.

2. *Confirming ID*

Refer to page three of the request and consent form guide above for information on preferred evidence of identity documents (ID). The agency is responsible for confirming the ID of the individual being vetted and making sure that it meets any legal obligations regarding evidence of identity (for example, the identity confirmation section within the [Children's Regulations 2015\(link is external\)](#)). If your applicant cannot provide all the forms of ID you require, we recommend the applicant supplies multiple forms of secondary ID or other documentation to assist you in





confirming their identity. If you feel comfortable with the applicant's identity based on the documents provided, you may submit the vetting request.

3. *Accessing Agency Portal*

Users of existing agencies can add and remove users in the 'My Agency' tab in the agency portal. Within a few days of a new user being added, we will send them a Police ID and activation code.

4. *Entering Applicant's Details*

When entering the applicant's details from the request and consent form into the online vetting request, you must include ALL information supplied by the applicant accurately and completely. This includes all alias/previous names they have used, as well as their driver licence number (if supplied) and correct date of birth. Withdrawn vetting requests are still liable for payment.

5. *Release of Information*

Please see the information under the heading 'Information Police may release' on the ['Information about vetting' page](#) to see what information may be released in a vetting report. The Police Vetting Service cannot say in advance what specific information might be released in a vetting report. Information is assessed based on the purpose of the vet and the information that might be released can depend on many factors that cannot be determined until the vet is completed.

6. *Review of Information*

Sometimes a vet will need to go through a review process. Vets will be placed under review so that relevant information can be assessed before deciding whether it should be released in the vetting report. A vet may also be placed under review if we need to request further information about the applicant's identity or about the vetting request details from the agency.

7. *Further Review*

Occasionally, information held on an applicant may require consultation with the Vetting Panel to review the information held alongside any further information gathered as part of the initial review process. This may extend the length of time a vet is under review and will ensure all complex relevant information is thoroughly assessed before deciding if the information should be released to the agency. This may also result in a letter being sent to the applicant to advise them of a decision to release information to the agency and providing the applicant with an opportunity to comment on the information.

8. *Vet Completed*

Once the vet has been completed, your agency will receive an email to advise that the vetting report





PDF is available to download from the website (in your agency portal). The email will state whether the vetting report has ‘results’ or ‘no results’. ‘Results’ refers to any information being released on the vetting report and does not necessarily mean that the applicant has convictions. The vetting report PDF is available to download on the website for two months after being completed and cannot be resent

9. *Retention of vetting reports*

Vetting reports may be downloaded and retained by your agency for a reasonable period, in line with their operational needs. A longer retention period is permitted if required or justified by legislation, under the Privacy Act 2020.

10. *Results*

The Police Vetting Service does not make recommendations or decisions regarding an applicant’s suitability. The decision regarding the applicant’s suitability for a position is the responsibility of the agency. The information released in a Police vetting report helps the agency in assessing an applicant’s suitability for the role they were vetted for. The applicant is entitled to request a copy of the vetting report from the agency, and the agency must provide them a copy of this should they request it. All Police vets are a ‘point in time’ check and do not have a ‘validity period’ or ‘expiry date’. Police do not determine how often applicants should be re-vetted; it is up to the agency to decide this based on their own policy and relevant legislation (e.g. the Children’s Act 2014 for core and non-core children’s workers).

Police vetting must be completed **prior to engagement in any role** involving unsupervised access to children and will be repeated **every three years** or as otherwise required by Diving New Zealand’s policies. This is a mandatory requirement to ensure the safety and wellbeing of our young athletes.

Failure to comply with this policy may result in suspension from duties or removal from any position involving contact with children.

CHAIR PERSON _____ **Date:** _____

Annual Review Date: 30/07/2026

