

CONVICTION CHECK POLICY (CCP) (New Policy August 2018)

Marching New Zealand and its affiliated Associations wish to provide a safe environment for children. To minimise the risk of child abuse occurring a Conviction Check is to be used for all Team Officials and Association Committee members. Conviction Checks will provide security for junior marchers.

Policy Statement/s

1. All Team Officials and Association Committee Members are to be Conviction Checked upon their initial membership registration with Marching New Zealand. Following three years continuous registration, Conviction Checks are to be renewed. Should membership lapse, then a Conviction Check would be required immediately upon re registering.

Upon the initial introduction of the policy, all existing Marching New Zealand Board Members, Team Officials, and Association Committee members are expected to be Conviction checked.

2. Team Officials and Association Committee Members are not deemed formally appointed to a position with the Team or Association until a suitable Conviction Check outcome has been received by Association Membership/Privacy Officer.
3. Team Officials and Association Committee Members should take all reasonable steps to ensure that marchers are not placed in a position where they are by themselves and in the supervision of someone that has not been Conviction Checked.

Policy Implementation and Procedures

1. Prior to, or on registration of a team, officials who are to be registered with the team and Association Committee members must provide evidence of their criminal record or lack thereof. This is to be obtained by completing a 'request for your own criminal history' or by completing the 'third party request for criminal history' to enable the relevant Association of the member to obtain this history ⁽¹⁾. This process must be completed and evidence provided on date of registration.
2. The following convictions will automatically exclude a person from registration as a team official:
 - a) Dishonesty offending (for example but not limited to: theft, fraud, burglary, shoplifting).
 - b) Violent offending (for example but not limited to: assault, aggravated robbery)
 - c) Sexual offending (for example but not limited to: indecent assault, unlawful sexual connection)
 - d) Driving offending in the aggravated form (for example: excess breath/blood alcohol third or subsequent, driving whilst disqualified third or subsequent. *Consideration will be given if the length of time between offending is significant.*)
3. All other convictions will be considered on a case by case basis (for example, amount of time passed since conviction.)
4. The Criminal Records (Clean Slate) Act 2004 will apply.

⁽¹⁾. These forms can be obtained from www.justice.govt.nz/criminal-records and take approximately 10 working days.

5. Team Management must at all time be mindful of the need to not put someone that has not been Conviction Checked by the Association in a position of responsibility for the supervision of marchers. This is especially true of situations where a single marcher must leave the Team for any reason (e.g. to seek medical attention). In such instances it is recommended that the Team Chaperon remains with the single marcher and a second Team Chaperon or another individual assists the Coach with management of the larger group of marchers.
6. The cost of the compliance is to be met by the individual.
7. Privacy is of paramount concern. A three person Sub Committee requires appointing from the Association and is to be drawn solely from existing Association Committee members and must include the Membership Privacy Officer. This Sub Committee has the absolute power of consent.

The responsibility of the Conviction Check process is to be that of the Individual registering and will be monitored through the Membership Privacy Officer in conjunction with the Association Sub Committee