



REGISTRATION PROCESS FOR LEADERS AND HELPERS 18 YEARS AND OVER

BACKGROUND:

It is the policy of Girls' Brigade New Zealand (GBNZ) that all leaders and helpers (aged 18 and over) working in GB Companies and IFG Units:

1. Are Registered with GBNZ
2. Comply with the GBNZ Code of Conduct
3. Are instructed in the Health and Safety and Child Protection policies of the host church
4. Are Police Vetted by the host church, which provides to GBNZ verification by an authorised church official of the outcome
5. Complete an introductory training module or workshop

THE PROCESS:

1. A person indicates their willingness to become a leader or helper in a Company/ Unit and once endorsed by the host church leadership, the process begins.
2. The prospective leader/ helper completes a Registration Form and signs a Code of Conduct Declaration. These forms are available on the website.
3. The host church provides a Police Vetting Consent Form for completion.
4. Completed Registration Form and the Police Vetting Consent Form are returned to the authorised host church official for further action.
5. The prospective leader/ helper receives instruction from an authorised host church official in the Health and Safety Policy and the Child Protection Policy of the host church and this is signed off on the Registration Form by the instructor.
6. Application for Police Clearance is made by the church to NZ Police. Once a "No results" reply is received this is signed off on the Registration Form by an authorised host church official.
(As it takes six weeks for a reply to be received from NZ Police, to avoid unnecessary delay, Registration Forms may be sent to the Girls' Brigade Support Centre with a note that the clearance is 'pending'. Once a reply is received the Girls' Brigade Support Centre is notified).



THE GIRLS' BRIGADE NEW ZEALAND INCORPORATED

(Including Girls' Brigade and iconz4girlz)



7. The leader is guided through the relevant introductory training module or workshop by a suitable coach or mentor. Helpers are also encouraged to take part in this introductory training. The Registration Form is signed off by the coach/ mentor.
8. The completed Registration Form is forwarded by email to office@girlsbrigade.org.nz or posted to Girls' Brigade NZ Incorporated, PO Box 100 983, North Shore, Auckland 0745.
9. The registered leader/helper is added to the GBNZ database and date that the three-yearly renewal is due is noted.

Every three years a renewal of leaders'/ helpers' registrations (which includes Police Vetting), Code of Conduct declarations and refresher training of the Health and Safety and Child Protection Policies of the host church are required.

Forms are available on the Girls' Brigade NZ and the iconz4girlz websites

www.girlsbrigade.nz

www.iconz4girlz.org.nz

NOTES ON POLICE VETTING:

- Police Vetting is a statutory requirement for adults working with children on a regular basis.
- GB Companies and IFG Units are owned by the host church who are therefore responsible for including the leaders and helpers of these groups along with their other children's ministry leaders in the Police Vetting process.
- Adults attending special events (e.g. a camp or a sleepover) which involves an overnight stay are also required to have police clearance and the church is responsible for putting this in place.
- In the case of the response from NZ Police being "With results" the church notifies GBNZ to determine an appropriate outcome. Likewise, the church is responsible for notifying GBNZ of any criminal convictions subsequent to a "No results" clearance.
- Police vetting documents are held in secure storage for no longer than 12 months following receipt of result and are then securely destroyed.
- If the applicant already has a Police Clearance from the host church and/ or has already received training in the Health and Safety and Child Protection policies (they may have an existing leadership role in the church) there is no need to repeat these as long as the three year renewal rule is observed. Verification is provided to GBNZ in the usual manner by showing the relevant dates on the Registration Form sign off.