**THE GIRLS’ BRIGADE NEW ZEALAND INCORPORATED**

**(including Girls’ Brigade and iconz4girlz)**

**REGISTRATION PROCESS FOR LEADERS AND HELPERS**

**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; and
2. comply with the GBNZ Code of Conduct; and
3. are Police Vetted by the host church, which provides to GBNZ verification by an authorised church official of the outcome. (The verification is included on the leaders’ and helpers’ registration forms).

* 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 involve an overnight stay are also required to have police clearance and the church is responsible for putting this in place.

**THE PROCESS:**

1. A person indicates their willingness to become a leader or helper in a Company/ Unit and once endorsed by the church leadership completes the three step process of completing Registration Form, Code of Conduct Form and Police Vetting Consent Form.
2. The Registration Form and Police Vetting Consent Form are given to the church leadership by the prospective leader /helper and application for Police Clearance is made by the church to NZ Police. Once a “No results” reply is received the leader’s/helper’s registration proceeds with a sign off by an authorised church official and the registration form is forwarded by email to [office@girlsbrigade.org.nz](mailto:office@girlsbrigade.org.nz) or posted to Girls’ Brigade NZ Incorporated, PO Box 100 983, North Shore, Auckland 0745.
3. 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.
4. Police vetting documents are held in secure storage for no longer than 12 months following receipt of result and are then securely destroyed.
5. Police Vetting, along with leaders’/helpers’ registrations and Code of Conduct declarations are required to be renewed every three years.
6. If the applicant already has a Police Clearance from the church (they may have an existing leadership role) there is no need to repeat the vetting process as long as the three year renewal rule is observed. Verification is provided to GBNZ in the usual manner showing the date that clearance was received.
7. The registered leader/helper is added to the GBNZ database and date that renewals are due is noted.

***All necessary forms are available on the Girls’ Brigade NZ and the iconz4girlz websites***