

	Procedure
	Procedure Category: GOVERNANCE, MANAGEMENT AND ADMINISTRATION
	Date Created: January 2018
	Procedure Name: Safety Checking of all Staff

The purpose of this operational procedure is to ensure appropriate compliance with the Children’s Act 2014, the Children’s (Requirements for Safety Checks of Children’s Workers) Regulations 2015, and the Licencing Criteria GMA7A. This procedure also contributes to the Human Resource Management policies operated by this centre.

Position Statement

The purpose of this procedure is to ensure all staff working at our childcare centre meets the safety check requirements specified in the Vulnerable Children’s Act 2014. These measures are put in place to protect and improve the wellbeing of vulnerable children and strengthen our child protection system.

Issue Outline

The welfare and safety of children at our centre is our main priority. Following this procedure will greatly reduce the risk of any child being abused or harmed within this centre. Our teachers and staff are in a position of trust, and robust staff safety checking will contribute to a level of confidence held by our families/whānau and community.

Alignment with Policies

This procedure aligns with the following Centre Policies:

- Staff Safety Checking Policy
- Human Resources Policy
- Child Protection Policy

Procedure Flowchart

Safety Checking New and Existing Employees under the Vulnerable Children’s Act 2014

What Must Be Done	If you are employing a NEW employee	If you are safety checking an EXISTING employee
	<p>All steps must be completed in full BEFORE commencement of employment</p>	<p>PERIODIC RECHECKING: This applies to all Children’s Workers employed, regardless of how long they have been in employment at the service.</p> <p>All steps must be completed in full ON or BEFORE the expiry of the Children’s Worker’s previous safety check</p>
<p>Confirm their identity</p>	<p>We must sight an original primary identity document (e.g. a passport) and an original secondary identity document (see ‘Detail’ below for accepted documents). One of the documents must contain a photograph or you will need to use an identity referee and a verification statement.</p> <p>A person’s identity can also be confirmed by using an electronic identity credential, in accordance with the Electronic Identity Verification Act 2012 (e.g. REALME)</p> <p>If a person’s name is different from the person’s name on a document produced, a supporting name change document is required as evidence. (see ‘Detail’ below for accepted documents)</p> <p>EVIDENCE: copy taken, signed and dated. State full name and position. Retain this copy in the employee’s personnel file</p>	<p>Confirmation that the employee has not changed their name from the name on their previous safety check</p> <p>If your name has changed since the last safety check, you need to provide a supporting name change document as evidence (see ‘Detail’ below for accepted documents)</p> <p>EVIDENCE: copy taken, signed and dated. State full name and position. Retain this copy in the employee’s personnel file</p>
<p>Do an interview</p>	<p>All new staff must participate in an interview (face-to-face / online or telephone) that includes specific questions about their own attitudes, beliefs and behaviours; and whether they have ever been convicted of an offence or a complaint made against their professional practice.</p> <p>EVIDENCE: notes of questions and answers, signed and dated. State full name and position. Retain this copy in the employee’s personnel file</p>	<p>Not required</p>
<p>Ask for a work history</p>	<p>All new staff must provide their C.V., i.e. consisting of a chronological summary of their work history, if any, for the preceding five years (including a description of previous employment positions)</p> <p>EVIDENCE: copy taken, signed and dated. State full name and position. Retain this copy in the employee’s personnel file</p>	<p>Not required</p>

<p>Check at least one referee</p>	<p>We will contact at least one referee by telephone, who is not related to the person and not part of the person's extended family and request any information that may be relevant to an assessment of the person.</p> <p>EVIDENCE: notes of the referee interview questions and answers, signed and dated. State full name and position. Retain this copy in the employee's personnel file</p>	<p>Not required</p>
<p>Get more information</p>	<p>We will seek information from the Teaching Council that you hold a current practising certificate, i.e. confirm through https://teachingcouncil.nz/find-a-registered-teacher/</p> <p>We will require any other information held by the Teaching Council that may be relevant to an assessment of the person (e.g. complaints or competence issues)</p> <p>EVIDENCE: copy of the practising certificate / screenshot of online entry on the Teaching Council register. Signed and dated. State full name and position. Retain this copy in the personnel file</p>	<p>At the three year periodic safety check, we will verify with the Teaching Council that you have a current practising certificate, i.e. confirm through https://teachingcouncil.nz/find-a-registered-teacher/</p> <p>EVIDENCE: copy of the practising certificate / screenshot of online entry on the Teaching Council register. Signed and dated. State full name and position. Retain this copy in the personnel file</p>
<p>Do a Police Vet</p>	<p>We obtain a Police vet report for all staff; or</p> <p>For teaching staff, we accept a registered teacher's current practising certificate as evidence that a current Police vet check report has been obtained by the Teaching Council and that this has met their criteria for being of good character and fit to be a teacher; or</p> <p>For teaching staff, we require the original covering letter that accompanied your practising certificate issued by the Teaching Council.</p> <p>EVIDENCE: Print the Police Vet results or note that you are relying on the Police Vet undertaken by the Teaching Council</p>	<p>We obtain a Police vet report for all staff; or</p> <p>For teaching staff, we accept a registered teacher's current practising certificate as evidence that a current Police vet check report has been obtained by the Teaching Council and that this has met their criteria for being of good character and fit to be a teacher; or</p> <p>For teaching staff, we require the original covering letter that accompanied your practising certificate issued by the Teaching Council.</p> <p>EVIDENCE: Print the Police Vet results or note that you are relying on the Police Vet undertaken by the Teaching Council</p>
<p>Assess the risk and make your decision</p>	<p>We undertake a risk assessment, which involves consideration of all the above information and our judgement whether this Children's Worker poses or would pose any risk to the safety of children.</p> <p>EVIDENCE: Write a risk assessment statement that confirms that all the required checks were undertaken, and file it together with all the documentation in the Children's Worker's personnel file</p>	<p>We undertake a risk assessment, which involves consideration of all the above information and our judgement whether you are an appropriate person to be a children's worker at our centre.</p> <p>EVIDENCE: Write a risk assessment statement that confirms that all the required checks were undertaken, and file it together with all the documentation in the Children's Worker's personnel file</p>
<p>Keep a record</p>	<p>We keep a dated record of the information we gathered and the date when safety checks need to be carried out again. These records are kept on each staff member's personnel file and will be retained for seven years after an employee leaves our centre.</p>	<p>We keep a dated record of the information we gathered and the date when safety checks need to be carried out again. These records are kept on each staff member's personnel file and will be retained for seven years after an employee leaves our centre.</p>

Detail

Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015

Schedule: Confirmation of Identity

Part 1

Primary identity documents

New Zealand passport

Overseas passport (may include NZ immigration visa or permit)

NZ emergency travel document

NZ refugee travel document

NZ certificate of identity (issued under the Passports Act 1992 to non-NZ citizens who cannot obtain a passport from their country of origin)

NZ certificate of identity (issued under the Immigration Act 1987 to people who have refugee status)

NZ firearms licence

NZ full birth certificate that is issued on or after 1 January 1998 and that carries a unique identification number

NZ citizenship certificate

Part 2

Secondary identity documents

NZ driver licence

18+ card

Community services card

SuperGold Card

Veteran SuperGold Card

NZ student photo identification card

NZ electoral roll record

Inland Revenue number

NZ issued utility bill, issued not more than 6 months earlier

Steps to Freedom form

Part 3

Supporting name change documents

NZ birth certificate (issued for the purpose)

Change of name by statutory declaration

Change of name by deed poll

NZ name change certificate

NZ marriage certificate

NZ civil union certificate

NZ order dissolving marriage or civil union

NZ order declaring marriage or civil union void

Relevant Background (including Legislation/Regulation/Licensing references)

Licensing Criteria 2008, Governance, Management and Administration; Professional Practices;

- **GMA7A** – A written procedure for safety checking all children’s workers before they have access to children that meets the safety checking requirements of the Vulnerable Children’s Act 2014

Vulnerable Children Act 2014 and associated regulations.

Education (Early Childhood Services) Regulations 2008

Vulnerable Children (Requirements for Safety Checks of Children’s Workers) Regulations 2015

Implementation

Clear processes and procedures have been developed and staff trained to follow them.

Review

Review annually or when there is a significant change in the area of the policy topic or the procedure.

Authorised:	Vikki Cooper
Date:	
Review Date:	August 2024
Consultation Undertaken:	