



Planning tool: Implementing changes to Safety Checking and developing a Child Protection Policy (Vulnerable Children Act 2014)

Legislation timeline

New Vulnerable Children Act 2014 requirements timeline

1 July 2015

All new core children's workers must be safety checked prior to employment commencing.

Workforce restriction applies from this date: new core workers convicted of specified offences cannot be employed unless they have a Core Worker Exemption.

School action timeline

Indicative timeline and actions for implementing changes to Safety Checking and developing a Child Protection Policy

June 2015

Implement processes to commence safety checking of all new core children's workers from 1 July 2015.

From 1 July 2015 workforce restrictions apply to new core workers.

From 1 July 2016 workforce restrictions will also apply to existing core workers. Ensure this is understood by existing staff early so that affected employees have time to apply for a Core Worker Exemption (a decision can take 40 working days).

February – June 2016

Ensure processes are in place to commence safety checking of all new non-core children's workers from 1 July 2016.

February – March 2016

Begin to develop your Child Protection Policy:

- Engage your school community in the process
- Set out a timeline
- Identify resources to support the development and implementation of the Child Protection Policy
- Gather together all school policies and procedures related to student wellbeing, and available resources
- Identify areas that may need to be adapted or developed for your Child Protection Policy
- Engage staff and community in how to address gaps and areas to strengthen
- Determine if there are staff training needs.

Your Child Protection Policy:

- Must contain provisions on the identification and reporting of child abuse and neglect
- Must be written
- Must be made publicly available on the school's website
- Must be reviewed every three years
- Should be adopted by 1 July 2016.

April – May 2016

Consult with school community on your draft Child Protection Policy. Further develop and finalise the policy.

June 2016

Implement the Child Protection Policy

- Trial and refine the policy
- Provide staff training
- Update resources/websites to reflect the new Child Protection Policy.

Tools and information

Quick links to resources available to assist schools

Download resource on safety checking new and existing employees
<http://www.education.govt.nz/safety-checking-workers-and-child-protection-policy-for-schools-and-kura>

Safety checking and the workforce restriction:
<http://childrensactionplan.govt.nz/childrens-workforce/safety-checking-and-the-workforce-restriction/>

If you have a query relating to the workforce restrictions or Core Worker Exemptions contact the Children's Action Plan Directorate: Phone: 0800 462 511
Email: Core_Worker_Exemption@msd.govt.nz

Schooling sector requirements under the Act: <http://www.education.govt.nz/ministry-of-education/specific-initiatives/childrensactionplanandvulnerablechildrenact/>

Schedule of NZSTA workshops covering what a Child Protection Policy means for Boards of Trustees, the importance of effective Child Protection Policies, procedures, safety checking and safe working practices:
<http://training.nzsta.org.nz/courses/196-vulnerable-children-act-2014-implications-for-the-board>

NZSTA's example Child Protection Policy for a school:
<http://www.nzsta.org.nz/employer/vulnerable-children-act-vca-2014>

For further assistance please contact your **regional Ministry of Education office**:
<http://www.education.govt.nz/ministry-of-education/contact-us/regional-ministry-contacts/>
or email the Ministry:
SSCIProgramme@education.govt.nz
or your local NZSTA HR Adviser:
Phone: 0800STAhelp - 0800 782 435 option 1
Email: hradvice@nzsta.org.nz

The Children's Action Plan information on child protection policies:
<http://childrensactionplan.govt.nz/childrens-workforce/child-protection-policies/>

How the workforce restrictions apply to existing core children's workers:
<http://childrensactionplan.govt.nz/childrens-workforce/the-workforce-restriction/information-for-employers/>

If you have a query relating to the workforce restrictions or core worker exemptions contact the Children's Action Plan Directorate:
Phone: 0800 462 511
Email: Core_Worker_Exemption@msd.govt.nz

Download Safety checking resources:
<http://www.education.govt.nz/safety-checking-workers-and-child-protection-policy-for-schools-and-kura>

- *New and Existing Employees: Safety Checking under the Vulnerable Children Act 2014*
- *Trainees on Practicum: Safety Checking under the Vulnerable Children Act 2014*
- *Relieving Teachers: Safety Checking under the Vulnerable Children Act 2014*

1 July 2016

Child Protection Policies should be in place.

All new non core children's workers must be safety checked prior to employment commencing.

Workforce restriction applies from this date: existing core workers convicted of specified offences cannot be employed unless they have a Core Worker Exemption.

1 July 2018

All existing core children's workers must be safety checked.

1 July 2019

All existing non core children's workers must be safety checked.

1 July 2016

Child Protection Policy should be fully implemented and publicly available.

From 1 July 2016 workforce restrictions apply to existing core workers. From this date if you know a core worker you employ or engage has a conviction for a specified offence and does not have a Core Worker Exemption, you will need to follow the suspension and possible termination process in Section 28 of the Vulnerable Children Act 2014. Ensure workforce restrictions are well understood so that affected employees have time to apply for a Core Worker Exemption (a decision can take 40 working days).

July 2016 – June 2018

Safety check all existing core children's workers. These must be completed by 1 July 2018. Allow 20 working days for police vetting in your plans.

July 2018 – June 2019

Safety check all existing non core children's workers. These must be completed by 1 July 2019. Allow 20 working days for police vetting in your plans.

July 2019

Three yearly review of your Child Protection Policy will be due (requirement under the act).