



New and Existing Employees

Safety Checking under the Vulnerable Children Act 2014

What must be done	If you are employing a NEW staff member	If you are safety checking an EXISTING staff member	Your notes
Confirm their identity	<p>The following will need to be checked as part of the candidate's application:</p> <ul style="list-style-type: none"> an original primary identity document (e.g. passport) and a secondary identity document (e.g. driver's licence) <p>If neither of these contain a photograph, use an identity referee. There is a requirement under the Act to check your school records to make sure the identity has not been claimed by anyone else.</p>	<p>Ask the staff member to provide you with the following for checking:</p> <ul style="list-style-type: none"> an original primary identity document (e.g. passport) and a secondary identity document (e.g. driver's licence) <p>If neither of these contain a photograph, use an identity referee. There is a requirement under the Act to double check your school records to make sure the identity has not been claimed by anyone else.</p>	
Do an interview	<p>Interview the candidate and ask specific questions to allow them to talk about their own attitudes, beliefs and behaviours. Example questions can be found here¹</p>	Not required	
Ask for a work history	<p>Ensure the candidate provides you with their work history ideally for the last five years. This should be contained in the candidate's C.V. or on the candidate's employment application form.</p>	Not required	
Check at least one referee	<p>A referee cannot be related to the candidate or part of the candidate's extended family. Confirm with the referee that the information in the candidate's C.V. is correct. Ask the referee if they have any concerns regarding the candidate's suitability to work with children.</p>	Not required	
Get more information	<p>Seek information from any relevant professional organisation, licensing authority, or registration authority to confirm if the candidate is a current member or licensed or registered by the authority.</p> <p>For teachers you must do this by confirming with the Education Council that they have a current practising certificate.</p>		
Do a Police vet	<p>You will need to Police vet all staff however if the candidate is a teacher who holds a current practising certificate their Police vet will already have been done. If required, allow up to 20 working days for a Police vet to be completed.</p>	<p>You will need to Police vet all staff you have not vetted within the last three years. If the staff member is a teacher who holds a current practising certificate their Police vet will already have been done. If required, allow up to 20 working days for a Police vet to be completed.</p>	
Assess the risk and make your decision	<p>Evaluate all the information you have gathered to assess the risk the candidate would pose to the safety of children if employed or engaged. Is the person safe to work with children? Will they actively contribute to a culture of child protection, make the safety of children a priority, support your child protection policy etc? Make a decision based on your assessment.</p>		
Keep a record	<p>Keep a record of the information you gathered, when you gathered it and the date when safety checks need to be carried out again (in 3 years time).</p> <p>Attach this to the employee's personnel file and ensure it is securely stored.</p> <p>Ensure you meet your obligations under the Privacy Act (Principle 9) and Public Records Act 2005² when retaining and disposing of employment records.</p>		

Note:

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

2- Visit <http://www.education.govt.nz/circular-200619-school-records-retention-and-disposal/> and <http://www.education.govt.nz/archiving-and-disposing-of-school-records/>

Download *Implementation of the Vulnerable Children Act 2014 in schools - Overview of requirements of the Act* and other resources: <http://www.education.govt.nz/safety-checking-workers-and-child-protection-policy-for-schools-and-kura>

- Safety checking trainees on practicum
- Safety checking relieving teachers

Safety checking requirements can be found in Section II and III of the Vulnerable Children Act 2014. <http://www.legislation.govt.nz>
More information about safety checking can also be found on the Children's Action Plan website at <http://www.childrensactionplan.govt.nz>

This resource does not constitute legal advice and you should obtain your own legal advice on any matter relating to the Vulnerable Children Act 2014