What checks do I need to undertake for adults coming into my school or kura?

New Acts have come into force, which interact with existing legislation, that schools and kura need to know about. This resource gives an overview of the safety checking and Police vetting requirements (if any) of the Education Act 1989, the Vulnerable Children Act 2014 (VCA) and the Health and Safety at Work Act 2015 in relation to the adults coming into your school or kura.

### What is the person's relationship with our school?

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Education Act 1989 Police vetting requirements</th>
<th>Vulnerable Children Act 2014 safety checking requirements</th>
<th>Health and Safety at Work Act 2015 requirements</th>
</tr>
</thead>
</table>
| They are employed or engaged by the Board as a member of staff. **E.g. Teacher, Teacher Aide, Support staff, Caretaker, Relieving Teacher** | A Police vet is required  
The Police vet undertaken by the Education Council for a teacher's practising certificate and the Education Act's requirement to Police vet non teaching and unregistered employees meet the Police vet requirement of a VCA safety check. | Safety check:  
• Police vet  
• Identity check  
• Interview (for new staff)  
• Work history (for new staff)  
• Referee check (for new staff)  
• Risk Assessment  
• Keep a record | No additional Police vetting or safety checking requirements. |
| They are a student* on practicum. | No requirement | | No additional Police vetting or safety checking requirements. |
| They are engaged as a contractor to work in my school but they do not work with children. **E.g. Plumber, electrician, carpenter, construction worker, other contractor.** | The Education Act specifies that a Police vet is required if the person is likely to spend unsupervised (as defined in the Act) time with children during normal school hours. | No requirement | No additional Police vetting or safety checking requirements. |
| They work in my school with children but I don't employ them. **E.g. Dental therapist, RTL, RTLit, PLD provider, Court appointed lawyer, private tutors or agency staff such as SWiS, ERO, Ministry of Education or Ministry of Health staff.** | No requirement | People who work in your school but who are engaged as a children's worker by another organisation should be safety checked by their employing organisation. You may wish to confirm with the person's employer that a safety check has been completed, in line with the requirements and timelines of the VCA, for people who do work in your school. | No additional Police vetting or safety checking requirements. |
| They are a Volunteer. **E.g. canteen worker, breakfast club, parents, camp volunteers etc.** | No requirement | Safety check:  
• Police vet  
• Identity check  
• Interview (for new staff)  
• Work history (for new staff)  
• Referee check (for new staff)  
• Risk Assessment  
• Keep a record | No additional Police vetting or safety checking requirements. |
| They don't fit into any of the categories above. **E.g. parents or visitors on site (with the Board's consent) etc.** | No requirement | No requirement | No additional Police vetting or safety checking requirements. |

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* Download Implementation of the Vulnerable Children Act 2014 in schools - Overview of requirements of the Act and other resources:  
  - Safety checking new and existing employees  
  - Safety checking trainees on practicum  
  - Safety checking relieving teachers


More information about safety checking can also be found on the Children's Action Plan website at [http://www.childrensactionplan.govt.nz](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.