



## GUIDE TO SAFETY CHECKING CHILDREN'S WORKERS

To assess a person's suitability to work with children, a number of different safety checks must be completed. The [Children's \(Requirements for Safety Checks of Children's Workers\) Regulations 2015](#), specifies the checks required and their applicability to new or existing employees. The following table provides an overview of these:

| CHECK                       | DETAILS  | EMPLOYEE |          |
|-----------------------------|--|----------|----------|
|                             |  | New      | Existing |
| Identity                    | Documents used to confirm a person's identity such as a passport or birth certificate etc.   | ✓        | ✓        |
| Interview                   | Interview person to be employed and ask questions relevant to assessing any risk the person may pose to children.  | ✓        | ✗        |
| Membership or certification | Request details of any professional organisation, licensing or registering authority that the person is a member of or has a licence or registration/practicing certificate issued by. Contact at least 1 of these and ask questions of that organisation/authority that will assist you in determining any risk that person may pose to children. | ✓        | ✓        |
| Police Vetting              | Establish if any previous convictions and interactions with New Zealand Police may be relevant to the role.  | ✓        | ✓        |
| Referee                     | Request contact details of at least 1 referee who is not related or part of extended family. Ask questions of that referee that will assist you in determining any risk the person to be employed may pose to children.  | ✓        | ✗        |
| Risk Assessment             | Assess whether a person poses any risk to the safety of children. If the person does or would pose a risk, determine the extent of that risk considering the role or intended role. The person under review must provide any information that the employing organisation feels is relevant to completing this assessment.                          | ✓        | ✓        |
| Work History                | Request and review the person's work history for the preceding 5 years including position descriptions.  | ✓        | ✗        |

### Who MUST be safety checked?

- State service or local authority employees, new and existing, who will be working with children.
- New and existing employees who will be working with children for any organisation which receives funding from a state service or local authority.
- Legislation refers to the above employees as children's workers. There are 2 types of children's workers, core and non-core. Core children's workers provide or work in a regulated service and in the course of that work, the worker is either the only person present or has primary responsibility or authority of a child or children present. Non-core is a children's worker who is not a core worker. You must state on the police vet form if a person is core or non-core children's worker and consider the difference between the two when assessing risk.

Irrespective of the list above, Safeguarding Children recommends **ANYONE** working directly with children as a paid employee or volunteer should be safety checked to ensure they pose no risk to those they may work or come into contact with.



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### When do safety checks need to take place?

- Staff being recruited into a new role must have safety checks completed prior to employment.
- Staff already employed must be safety checked every 3 years.

### Links to relevant legislation & additional information

[Children's \(Requirements for Safety Checks of Children's Workers\) Regulations 2015](#)

[Children's Act 2014, Part 3 Children's worker safety checking](#)

[Oranga Tamariki - Children's Act Requirements, Safety Checking](#)