

Name:
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## Full safety check of a children's worker

New children's workers need to complete this full safety check.

### A) Identity Confirmation

**Either** by producing two documents:

- An original primary document seen
  - An **original** secondary document seen
- One of these should be a photo ID. If not, please refer to the regulations by clicking [HERE](#).*
- One of the above was a photo ID

**Or** by Electronic Identity Verification

- Electronic Identity Verification received

This must be a credential within the meaning of section 8 of the Electronic Identity Verification Act.

**Note:** if the person's name is different to that on the documents they must also produce supporting name change documentation as described in the regulations ([Click](#).)

- Supporting name change documentation seen

### B) Search of your records

Following identification, you must check to see if the identity is being used or has ever been used by any other person associated with the organization.

- Identity check completed

### C) Teacher Registration?

Registered?     Yes     No (you must complete a police vet)

- If yes, valid original Practicing Certificate seen?
- If yes, approval letter from the Teaching Council seen §
- Online register checked to confirm the registration status

§ Copy letters may be obtained from the Teaching Council

**Note:** A police vet must be undertaken every three years. This means that where a teacher's Certificate expires, they may not work with children unless they renew their registration or a police vet is undertaken by the organization.

### D) Information about previous criminal convictions (if any)

**Note:** A police vet is not required where a person is a Registered Teacher with a current Practicing certificate.

Where the person has not had a police vet within three years a police vet must be obtained before they can be permitted to work with children.

- Police vet completed    Date:
- Result:     Satisfactory     Not Satisfactory

**Note:** The results of safety checks must be recorded and the record kept as long as the person is employed at the service.

Anyone convicted of a specified offence cannot be employed or engaged as a core worker, unless they have an exemption. Refer too [Schedule 2 of the Children's Act 2014](#)

**E) Work History**

Chronological information about work history, if any, for preceding 5 years

Received and checked

**F) Referee**

Name of at least one referee not related or part of extended family or living with the person. **It is strongly recommended that this should be the most recent employer** in any.

Name:.....

Contact details:.....

Referee contacted (Date .....

Result:  Satisfactory .....  Not Satisfactory

Other information obtained that is considered relevant to risk assessment:

.....  
.....  
.....

**§ G) Interview**

Interview completed (face-to-face or using ICT)

Result:  Satisfactory  Not Satisfactory

*Specific purpose here is to obtain information specifically relevant to undertaking the risk assessment below. There is a format for this interview on our website:*

<https://sexualabuse.org.nz/forms/>

**H) Risk assessment**

Considering all the information gathered above, would this person pose any risk to children if employed as a children's worker?

Yes  No

If your answer is yes, what is the extent of that risk if the person is employed:

As a core worker:  High  Medium  Low

As a non-core worker:  High  Medium  Low

**Additional Comments**

.....  
.....  
.....  
.....  
.....

Name key agency guidelines on risk assessment used in making this risk assessment (if any).

.....  
.....  
.....  
.....

**Assessor to complete**

Date:

Name of assessor: .....

Signature of assessor:.....

Position: .....

Organisation: .....

Date of next periodic safety check: .....

*Must not exceed three years*

**Note:** *A police vet must be undertaken every three years. This means that where a teacher's Practicing Certificate expires, they may not work with children unless they renew their registration or a police vet has been undertaken by the organization.*