

Name:

Periodic safety check of existing children's worker

Only existing workers

Periodic safety checks are to be carried out **only** where a person has had a previous full or periodic safety check within the past three years.

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) Teacher Registration?

Registered? Yes No (please 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 to [Schedule 2 of the Children's Act 2014](#)

Other information obtained that is considered relevant:

.....
.....

D) 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

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

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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.*