Periodic safety checking of existing children's worker cover sheet

This check should only be carried out where a person has had a **previous full or periodic safety check** in the past three years. You must retain those records that support that check.

All documentation gathered to complete the Periodic Safety Check must be dated and kept on file for as long as the children's worker is employed or engaged at the service.

Full name:					
Role:	Service name:				
Start date:	Service #:				
Current practising certificate:	Expiry date of practis	ing certificate:			
1. Confirming identity OR verifying if there has been a name change					
Check the person's identity records held on file. You do not need to request updated copies, even if the identity document has expired. Check with the person to see if there has been a name change. If yes, complete section below.					
Supporting name change documents					
 NZ full birth certificate (issued for purpose) NZ marriage certificate (particulars of marriage is not valid) Change of name by statutory declaration Change of name by deed poll 	 NZ name change certificate (issued by Department of Internal Affairs) NZ civil union certificate NZ order dissolving marriage or civil union NZ order declaring marriage or civil union void 				
 Copy of RealMe verification attached OR Copy of name change identification document 		Date completed:			
Completed a search of personnel records to identity is being, or has been, used by another p	Date completed:				
2. Professional Membership Seek information from any relevant professional organisation or registration authority to confirm if the candidate is a current member, registered or certificated by the authority.					
For certified teachers: Check the online <u>Teaching Council register</u> for the person's certification category and expiry date. If the teacher has any censures or conditions, this will be noted on the register.					
□ Name of any professional organisations, licensing authorities, or registration authorities:					
 Copies issued from the relevant professional licensing or registration authority attached A screenshot from an online register check a 		Date completed:			

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3. Police Vet You will need to Police vet all employees; however, if the person is a teacher who holds a current practising certificate their Police vet will already have been done and this can be relied on.					
Police vet res					
	ns:				
	ns of a <u>special offence</u> – (person must not be employed in a c	ore children's worker			
	ney have an exemption).				
Copy of Po	olice vet and results attached				
🗆 Holds a cu	irrent practising certificate so a new police vet was not reque	sted			
3A. Adults in	home (for home-based services only)				
· ·	The service provider of a licensed home-based service must obtain a police vet of every adult (person 17 years or older) who lives in a home:				
	e the service is being provided, and				
	e at least 1 child to whom the service is being provided does	not live in the home			
	olice vet(s) for adult(s) in home attached				
	recommend obtaining a Police Vet for workers from oversea	as			
	o obtaining a NZ Police vet, you should ask them to provide co				
certificates fi	rom their countries of citizenship and from any country in wh	ich they have lived for			
one or more years, within the last 10 years.					
□ Attached copy of police certificate from their countries of citizenship					
□ Attached copy of police certificate from any country in which they have lived for one or more years, within the last 10 years					
When a pers	on cannot provide an overseas police certificate:				
Attach proof of attempts to obtain a certificate					
□ Statutory declaration attached stating whether they have any overseas criminal convictions or not					
4. Risk Assessment Evaluate all the information you have gathered to assess the risk the candidate would pose to the safety of children if employed or engaged.					
You must detail how all information gathered for the other components of the safety check (identity check, membership, and Police vet) has been considered for the risk assessment.					
	Is the person safe to work with children?	□ Yes			
	is the person sale to work with children:				
	Would the person support and adhere to your child	□ Yes			
REFLECT	protection policy, and actively contribute to a culture of child protection in your organisation?	🗆 No			
REI	Are there any inconsistencies in information supplied, e.g.,	□ Yes			
	information not mentioned on the person's work history	🗆 No			
	or during interview that was provided by the referee or in				
	the Police vet?				

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	Are there any patterns of concerning attitudes	or	🗆 Yes	
	behaviours? These can be subtle and wider than the		□ No	
	presence or absence of criminal convictions.			
	Do you need to follow-up or gather any additio	nal	🗆 Yes	
	information, e.g., from another referee or more		\square No	
	information from a referee already contacted?			
	Do you need to clarify any issues with the appli	cant	□ Yes	
			□ Tes □ No	
	directly, e.g., allowing them an opportunity to respond to any information that is unclear or inconsistent? Did they			
	deliberately withhold information?	Did tiley		
	Do you need to talk to your manager about the	norcon2	□ Yes	
	Do you need to tak to your manager about the			
			□ No	
	es require a written risk assessment. Assess the		ermine whether the	
person pose	s, or would pose, any risk to the safety of children			
	I have assessed the person as	to ci	hildren	
	posing I risk			
	☐ high r	sk		
	If the person does, or would, pose a risk, assess	the extent of	that risk.	
	Notes on the assessment of information and de	cision (Aim for a	a minimum of 30 words	
	please).: if the person has any convictions or com	ments on thei	r Police vet, ensure	
	you include these in your assessment notes.			
SS				
ASSESS				
A5				
Nome and a			Data	
Name and si	gnature of person who undertook the risk asses	sment:	Date:	
Drint Namo				
Print Name	Signature gnature of person who completed the covershe	at (if different	Date:	
from above)				
nom abovej	•			
Print Name	Signature			
	next periodic safety check:			
(Must not exceed three years)				