

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: <input type="checkbox"/> Yes <input type="checkbox"/> No	Expiry date of practising 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	
<input type="checkbox"/> NZ full birth certificate (issued for purpose) <input type="checkbox"/> NZ marriage certificate (particulars of marriage is not valid) <input type="checkbox"/> Change of name by statutory declaration <input type="checkbox"/> Change of name by deed poll	<input type="checkbox"/> NZ name change certificate (issued by Department of Internal Affairs) <input type="checkbox"/> NZ civil union certificate <input type="checkbox"/> NZ order dissolving marriage or civil union <input type="checkbox"/> NZ order declaring marriage or civil union void
<input type="checkbox"/> Copy of RealMe verification attached OR <input type="checkbox"/> Copy of name change identification documentation attached	Date completed:
<input type="checkbox"/> Completed a search of personnel records to check if the person's identity is being, or has been, used by another person	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 [Teaching Council register](#) 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:

<input type="checkbox"/> Copies issued from the relevant professional organisation, licensing or registration authority attached <input type="checkbox"/> A screenshot from an online register check attached	Date completed:
--	------------------------

This is a confidential document

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 result shows:

☐ No convictions

☐ Convictions:

☐ Convictions of a [special offence](#) – (person must not be employed in a core children's worker role unless they have an exemption).

☐ Copy of Police vet and results attached

OR

☐ Holds a current practising certificate so a new police vet was not requested

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:

- where the service is being provided, and
- where at least 1 child to whom the service is being provided does not live in the home

☐ Copy of Police vet(s) for adult(s) in home attached

3B. We also recommend obtaining a Police Vet for workers from overseas

In addition to obtaining a NZ Police vet, you should ask them to provide copies of police certificates from their countries of citizenship and from any country in which 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 person 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.**

REFLECT	Is the person safe to work with children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Would the person support and adhere to your child protection policy, and actively contribute to a culture of child protection in your organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are there any inconsistencies in information supplied, e.g., information not mentioned on the person's work history or during interview that was provided by the referee or in the Police vet?	<input type="checkbox"/> Yes <input type="checkbox"/> No

