

XYZ Centre	Policy
	Policy Category: GMA106
	Date Created: April 2026
	Policy Name: Staff Safety Checking Policy

This operational policy describes our procedure to ensure all those working at our childcare centre meet the safety check requirements specified in the Children’s Act 2014. This policy also contributes to the human resource management policies operated by this Centre and ensures we comply with the Ministry of Education’s Early Childhood Education Licensing Criteria HS125 and GMA106.

Position Statement

Our centre ensures the safety of children through a robust staff selection process. We want our staff to:

- be safe to work with our children;
- understand the needs and development of children and know how to act to ensure these are met;
- actively contribute to our culture of child protection; to support and adhere to our child protection and child abuse policies
- be prepared to make child safety at our centre their top priority.

A breach of this policy will be regarded as serious misconduct and subject to disciplinary action.

Issue Outline

Not all children have the support and protection of a trusted adult, but they must do so at our centre.

Definitions

Children’s worker means a person who works in, or provides, a regulated service, and the person’s work:

- a) may or does involve regular or overnight contact with a child or children (other than with children who are co-workers); and
- b) takes place without a parent or guardian of the child, or of each child, being present

Core worker means a children’s worker whose work in or providing a regulated service requires or allows that, when the person is present with a child or children in the course of that work, the person:

- a) is the only children’s worker present; or
- b) is the children’s worker who has primary responsibility for, or authority over, the child or children present

Non-core worker means a children’s worker who has regular, but limited, child contact
Safety checked, in relation to a person at a particular time, means that a safety check that complies with section 31 has been completed for the person within the previous 3 years.

Policy principles

A **Full Safety Check** will be completed before a new worker is employed or has access to children. Thereafter, a **Periodic Safety Check** involving only steps 1, 3 and 7 below will be completed every three years.

To ensure our children are safe, we undertake a series of steps for a **Full Safety Check** when appointing all new staff at this centre:

- 1) verification of identity
- 2) search of records
- 3) acceptance of a satisfactory Police vet check report, **OR**
 - information from the Teaching Council where a teacher is certificated
- 4) information about work history
- 5) referee information
- 6) an interview focussing on the person's safety to have access to children
- 7) **Risk Assessment:** on the basis of the previous six safety checking steps, we form a view about the suitability of a candidate to work as a "Children's Worker" under the Children's Act 2014. This view will be documented and, along with copies of all original documents described above, will be maintained on the staff member's personnel file for as long as they are employed in this organisation.

Detail

Verification of identity

We require two forms of identity from prospective staff when applying for roles with us: a primary and a secondary document, one of which must be photographic as specified in the Children's Regulations 2015. These documents **must be current**, the originals seen, a copy kept and annotated with the words "original sighted **DATE** by **NAME**"

Where an individual has changed their name and their new name is not on the identity document, we will need to obtain evidence of a change of name (e.g. marriage certificate). The document **must be current**, the original sighted, a copy kept and annotated with the words "original sighted **DATE** by **NAME**"

Search your records

We search our records to ensure that the identity is not being used or has ever been used by any other person associated with our organisation.

Acceptance of a Police vet check report

We will obtain a current Police vet report for all staff at our centre to identify any issue in the individual's recent background that would mean children at our centre might be at risk.

Workforce Restriction: An offence against any of the Crimes Act 1961 is a specified offence that prohibits a person from being employed as a *Children's Worker*. These offences are listed in the appendix of this Policy. Seek advice from the local Ministry of Education office.

We accept a registered teacher's current practicing certificate as evidence that a current Police vet check report has been obtained by the Teaching Council and that this has met their criteria for being of good character and fit to be a teacher. Where a teachers practising certificate expires, the teacher will be excluded from all access to children until it is either renewed or we obtain a current police vet ourselves.

Information from the Teaching Council

For all teaching staff with a current practicing certificate, we will make a copy of the original Practicing Certificate annotated with the words “original sighted **DATE** by **NAME**”. We will check the Teaching Council register to ensure that the Practicing Certificate is valid and that there are no endorsements that reflect concerns over safe practice with children. We will take a screenshot of this and file it with other documents annotated with the words “Screenshot taken **DATE** by **NAME**”

All staff will be required to undertake a periodic safety check every three years.

Overseas Police Certificates

We recommend that you ask children’s workers who have lived overseas 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 ten years.

When a person cannot provide an overseas police certificate, they should provide you with proof of their attempts to obtain one. They should also make a statutory declaration (Schedule 1 of the Oaths and Declarations Act 1957) that states whether they have any overseas criminal convictions or not. Just because a person is not recorded as having a criminal record, does not mean they have not engaged in behaviour that is an offence in New Zealand.

Information about work history

We look for a work history that is clear and transparent, covering the previous five years. We always follow up any gaps in work history or other issues in the candidate’s interview.

Referee information

We obtain a minimum of one referee check and preferably two. One of which must be with the most recent employer, and will examine matters of safe practices as part of the discussion.

Safety interview

All prospective staff must participate in a full child safety interview. The interview not only examines the background and attitudes of the candidate, but also their suitability to demonstrate the values of our centre in a manner that meets the expectations of our policy.

Risk assessment

In making an appointment we apply a **risk assessment** by weighing up all of the information gathered and select a person who we believe;

- is a safe person to work with children.
- understands the needs and development of children and knows how to act to ensure these are met.
- supports and adheres to our child protection and child abuse policies
- will make the safety of children at our centre a priority.

Personnel records

We retain information gathered to comply with this Staff Safety Checking Policy in individual personnel files. Police vet check reports, where gathered, are retained for audit purposes, even where replaced with a more current version. All personnel records are kept strictly confidential in secure storage. Safety Check records are kept for as long as the person is employed by us.

Allegations or concerns about staff

When an allegation is made or a concern raised about a staff member, we will follow the procedure outlined in our Child Protection and Human Resource policies.

Where a concern about a staff member is raised, we immediately suspend the person on full pay and inform the Ministry of Education and the Teaching Council if the person is a registered teacher. We will then conduct a full investigation to establish if there are reasonable grounds to believe the allegation. A copy of the investigation report is emailed to the Ministry of Education. If there is a need to pursue an allegation as an employer, we consult with Oranga Tamariki or the Police before advising the person concerned, informing the person that they have a right to seek legal advice and providing them with an opportunity to respond. We will otherwise follow ordinary disciplinary policies.

We commit not to use settlement agreements, where these are contrary to a culture of child protection. In addition, we observe the following:

- Give no persons, other than employed staff over the age of 17 years, tasks that involve nappy changing, toileting or responsibility for the supervision of children.
- Ensure that staff and other adults visiting or working in the centre are well supported and visible in the activities they perform with children. While the centre respects the privacy of our children, staff and visitors, visibility will be given priority to ensure the safety of all concerned.
- Ensure the centre's procedures protect staff from unjustified allegations of abuse.

The persons responsible will:

- Always prioritise the safety and wellbeing of the child.
- Carry out staff safety checking (including Police Vetting) in accordance with the Children (Requirements for Safety Checks of Children's Workers) Regulations 2015.
- Maintain appropriate records.

Staff will:

- Always prioritise the safety and wellbeing of the child.
- Familiarise themselves with this centre's policies.
- Maintain confidentiality.

Students and Volunteers

Whilst volunteers do not need to be safety checked according to the Act, it is our policy to safety check volunteers.

All students need to be safety checked.

Alignment with Other Policies

- Personnel policies – police checks and careful employment of temporary staff, casual staff, friends of friends, volunteers
- Child Protection Policy
- Whistle Blowing Policy
- Goals for Adult Behaviour

Relevant Background (including legislation/regulation references)

Education (Early Childhood Services) Regulations 2008

Ministry of Education Early Childhood Education Licensing Criteria Governance and Management: GMA106

Children's Act 2014 and associated regulations (2015).

Alignment with the Centre Philosophy

This policy is aligned with the centre's philosophy.

Implementation

The implementation of this policy influences the centre's recruitment and HR policies and will form part of all staff induction and in-service training.

Review

Review bi-annually or when there is a significant change in the area of the policy topic.

Authorised:	
Date:	April 2026 (Reviewed)
Review Date:	April 2028
Consultation:	Yes

Appendix: Specified Offences

1. An offence against any of the following sections of the Crimes Act 1961 is a specified offence for the purpose of Part 3:
 - (1) section 98 (dealing in slaves):
 - (2) section 98AA (dealing in people under 18 for sexual exploitation):
 - (2A) section 124A (indecent communication with young person under 16):
 - (3) section 128B (sexual violation):
 - (4) section 129 (attempted sexual violation and assault with intent to commit sexual violation):
 - (5) section 129A (sexual conduct with consent induced by certain threats):
 - (6) section 130 (incest):
 - (7) section 131 (sexual conduct with dependent family member):
 - (8) section 131B (meeting young person following sexual grooming, etc):
 - (9) section 132 (sexual conduct with child under 12):
 - (10) section 133 (indecenty with girl under 12):
 - (11) section 134 (sexual conduct with young person under 16):
 - (12) section 135 (indecent assault):
 - (13) section 138 (sexual exploitation of person with significant impairment):
 - (14) section 139 (indecent act between woman and girl):
 - (15) section 140 (indecenty with boy under 12):
 - (16) section 140A (indecenty with boy between 12 and 16):
 - (17) section 141 (indecent assault on man or boy):
 - (18) section 142A (compelling indecent act with animal):
 - (19) section 143 (bestiality):

- (20) section 144A (sexual conduct with children and young people outside New Zealand):
 - (21) section 144C (organising or promoting child sex tours):
 - (22) section 154 (abandoning child under 6):
 - (23) section 172 (punishment of murder):
 - (24) section 173 (attempt to murder):
 - (25) section 177 (punishment of manslaughter):
 - (26) section 178 (infanticide):
 - (27) section 182 (killing of unborn child):
 - (28) section 188 (wounding with intent):
 - (29) section 189(1) (injuring with intent to cause grievous bodily harm):
 - (30) section 191 (aggravated wounding or injury):
 - (31) section 194(a) (assault on child):
 - (32) section 195 (ill-treatment or neglect of child or vulnerable adult):
 - (33) section 195A (failure to protect child or vulnerable adult):
 - (34) section 198 (discharging firearm or doing dangerous act with intent):
 - (35) section 204A (female genital mutilation):
 - (36) section 204B (further offences relating to female genital mutilation):
 - (37) section 208 (abduction for purposes of marriage or sexual connection):
 - (38) section 209 (kidnapping):
 - (39) section 210 (abduction of young person under 16).
2. An offence that is equivalent to an offence against any section of the Crimes Act 1961 referred to in clause 1, but that was committed against a provision of the Crimes Act 1961 that has been repealed, is a specified offence.
 3. An attempt to commit any offence referred to in clause 1 or 2, where the offence is not itself specified as an attempt and the provision does not itself provide that the offence may be completed on an attempt, is a specified offence.
 4. A conspiracy to commit any offence referred to in clause 1 or 2 is a specified offence.
 - 4A An accessory after the fact to any offence referred to in clause 1 or 2 is a specified offence.
 5. An offence against any of the following sections of the Films, Videos, and Publications Classification Act 1993 is a specified offence for the purpose of Part 3:
 - (a) section 124 (offences relating to objectionable publications, involving knowledge):
 - (b) section 127(4) (exhibition to persons under 18):
 - (c) section 131A (offences relating to possession of objectionable publications, involving knowledge).
 6. An offence against section 390 of the Customs and Excise Act 2018 is a specified offence for the purpose of Part 3.