

# Safety checking & staff selection policy/ procedure – GMA6A

## Rationale

At Treasure Tree, we are committed to ensuring the safety of the children within our care. Treasure Tree management and administration team is required to ensure that safe people and a safe environment are provided to maintain proper standards of integrity and conduct (children Act 2014).

## Safety Checking procedure (7 components)

### 1. Verification of identity

- ★ The service provider or responsible person will meet the Visiting Teachers, educators or other applicants in person prior to official start with Treasure Tree.
- ★ The service provider or responsible person will check a primary identification and a specified form of photographic identification.
- ★ The service provider or responsible person will check that the educator is at least 18 years of age; the name on all provided documents to ensure it matches the name on the person's identity documentation. If that person has changed their name a reconfirmation of identity needs to be provided.

### 2. Interview

An interview will be organised with the Visiting Teachers or educators prior to official start with Treasure Tree. The service provider will meet the applicant in person. At the time of the interview the applicant the applicant's identity will be checked. They will be asked about their previous experiences, work history and other relevant information.

### 3. information about work history

The applicant will be asked to provide information about the last 5 years of their work experience and history, the date or dates on which the person was engaged or employed by the organisation, and the nature of the work the person is/was engaged in.

### 4. Referee

The applicant will also be asked to nominate at least 2 non-related referees who know them well enough to be able to comment on their suitability. The references will be checked prior to official start with Treasure Tree.

### 5. New Zealand Police Vetting:

- ★ Treasure Tree will obtain a police vet for everyone appointed to work at the service during normal opening hours who is not a registered teacher or a holder of a limited access to children at the service during normal opening hours.
- ★ All Treasure Tree educators are to be police vetted prior to official start with Treasure Tree.
- ★ All Treasure Tree Visiting Teachers are to be police vetted prior to official start with TreasureTree.
- ★ All Job applicants, contractors, and Au Pair/ nannies must be police vetted prior to official start with Treasure Tree
- ★ Treasure Tree will obtain a police vet for every adult (17 years or over) who lives in a home where the service is being provided. This must be obtained before the person is, or likely to be, present when the service is being provided.
- ★ Police checks are required, in advance, of any person moving into an educator's house (e.g. flatmate).

- ★ When an educator's own child turns 17 a police check will be completed for that person.
- ★ If an Educator moves to a new house, a new safety check must be completed and signed off within 2 weeks of moving.
- ★ The police vet results, initial police vet date, the most current police vet and next police vetting date will be recorded in order to ensure is kept up to date.
- ★ Further police vets for educators are obtained every 3 years.

#### **6. Information from any relevant professional organisation or registration body**

The latest updates to the teacher's registration and practicing status, Information from any other relevant organisation or registration body

will be checked prior to official start with Treasure Tree, and rechecked yearly.

#### **7. Risk assessment, supervision and contact**

All collected information will be used to evaluate if there is any risk to children's safety, the person's suitability for the role, the service's engagement and employment with the person.

#### **Safety check results:**

The result of the safety check is confidential and the service provider and only those staff delegated with responsibilities that would require them to access the information should be able to do so.

- ★ All information will be record during the safety checking process (refer to Visiting Teacher/educator interview/reference check/risk assessment forms), and will be stored appropriately. A record of the police vets for all persons covered in Education Act S 319D-FD, including the results, dates of initial police vet and when the next police vet is due, will be kept confidentially by the service provider.
- ★ Screening information will be kept on a person's personnel file. Files will be stored in a secure location with access only available for appropriate staff.
- ★ The information will be retained for as long as it is required for a lawful purpose but once it is no longer needed, should be either destroyed or returned to the person (as appropriate).

#### **Periodic rechecking:**

is redone every 3 years. all children's workers require the following 4 of the 7 components to be completed:

1. that the person hasn't changed their name and if so reconfirmation of their identity,
2. information from any relevant professional organisation or registration body,
3. a New Zealand police vet, and
4. a risk assessment.

## Children's core worker and non-core worker

Both Visiting Teacher and educator are children's core worker. This is because there will be times during the day when their duties require them to have primary responsibility for, or authority over children, and /or be the only children's worker present.

A non-core children's worker would include staff whose main duties do not require them to have primary responsibilities for, or authority over children, and /or be the only children's worker present, but whose work may include having access to children. This includes contractors and those whose work is undertaken as part of an educational or vocational training courses.

All new children's core worker will be safety checked prior to employment commencing.

From 1 July 2016, new non-core children's workers must be safety checked.

The date from which safety checking must commence depends on whether the person is a 'core' worker or a 'non-core' worker.

### Service provider

The non-core workers that are part of the service provider will be safety checked by another non-related person or organisation acting on behalf of the service prior to access of children.

The core workers that are part of the service provider will be safety checked by another non-related teacher with full teacher's registration or organisation acting on behalf of the service prior to access to children.

### Registered Teacher

- ★ Visiting Teachers and educators who are registered teachers will be police vetted by the Teaching council as part of issuing and renewing the person's practising certificate.
- ★ If the Teaching council has issued or renewed a practising certificate, they will have considered them to have a satisfactory vet.
- ★ Treasure Tree will carry out all of the other components of the safety checking process for registered teachers.

It must also:

- meet the teacher in person
- check a primary identification document
- check a specified form of photographic identification
- check that the name on the practising certificate matches the name on the person's identity documentation
- check the Teaching council's online register (<http://www.teachingcouncil.nz/search-the-register>) for the latest updates to the teacher's registration and practising certificate status
- undertake a risk assessment.



## Relief teachers

Relief teachers to cover short-term Visiting Teacher absences will be safety checked.

Where some components of the safety check have been completed by another organisation on their behalf, Treasure Tree will confirm that these components have been completed, and that a full safety check has been done.

## Trainees / students on practicum

Treasure Tree will get a letter from the training provider stating the student's name, what components of the safety check have been completed, and that they have been done to the standard set out in the Children Act 2014.

***Treasure Tree will complete the identity check and risk assessment for all children's workers, even if these have already been completed by another organisation.***

***The completed check will be rechecked every 3 years.***

## Short Term Emergencies

If Treasure Tree considers that an emergency or unexpected situation has arisen that increases risks to children, we may engage or employ a children's worker to reduce those risks without completing all components of the safety check, for up to 5 consecutive working days, as long as the person has a current police vet. However, in the interests of children's safety, we will begin the full safety checking process as soon as possible in an emergency or unexpected situation.

## Workforce restriction and core worker exemption

The Vulnerable Children Act introduces a new children's workforce restriction, which prohibits services from employing or engaging people with a specified offence as core workers, unless they hold a Core Worker Exemption.

A specified offence means an offence identified in [Schedule 2 of the Children Act 2014](#).

<http://www.legislation.govt.nz/act/public/2014/0040/latest/DLM5501909.html>

More information about the workforce restriction are available at: <https://www.mvcot.govt.nz/working-with-children/vulnerable-children-act-requirements/core-worker-exemptions/>

Individuals prohibited from being employed or engaged in a core worker role under the workforce restriction can apply for a *Core Worker Exemption*.

Treasure Tree will confirm whether a person holds a *Core Worker Exemption*.

As part of the safety checking process, anyone convicted of an offence specified in the *Children Act 2014* cannot be employed or engaged as a core worker, unless they have an exemption.

Treasure Tree excludes any person employed or engaged in the service from coming into contact with children if we have reasonable grounds to believe that the person:

- ★ Has physically ill-treated or abused a child or committed a crime against children; or
- ★ In guiding or controlling a child, has subjected the child to solitary confinement, immobilisation, or deprivation of food, drink, warmth, shelter, or protection.
- ★ In a state of physical or mental health that presents any risk of danger to children or has an infectious or contagious disease or condition.

Educator need to make sure inappropriate material (for example, of an explicitly sexual or violent nature) is not available to children attending the service.

### **Reporting suspected Child safety concerns**

- ★ All cases of suspected child safety concerns should be responded in a manner that will keep children safe.
- ★ Educator will be advised to make an immediate communication with an appropriate authority or support person should they have any concerns in respect of any possible child abuse symptoms in respect of an enrolled child.
- ★ All child protection concerns must be discussed immediately with the service provider who will support the teacher in any disclosure that may be identified to be necessary.

**This policy will be reviewed annually by the management and all staff at TreasureTree**