



# EMPLOYEE SAFETY CHECK POLICY

Last Reviewed: Aug 2020 Last Updated: Aug 2020  
References: GMA6A

## Rationale

To ensure as a service that we are providing safe care environments by employing Kaiako, Programme Co ordinators and support staff that comply with the regulations contained within the Vulnerable Children Act 2014 and its amendments.

## Procedure

A 7 step safety check will be undertaken on all core and non-core employees employed directly or indirectly by Playschool Education at which time they will be individually assessed for suitability as a tamariki worker.

7 step safety checks are renewed on a 3 yearly basis, at which time employees are reassessed for suitability as a tamariki worker.

All 7 step safety check will be undertaken prior to any employment with Playschool commencing. Results will be kept securely for the duration of their employment or for a period of up to 7 years, whichever is longer. All personal information obtained is collected, retained and disposed of in accordance with the Privacy Act.

Our 7 point safety check includes the following;

### 1. Verification of identity and previous identities

Obtain and check two forms of ID. One form must be primary; Passport or NZ Birth Certificate issued on or before Jan 1<sup>st</sup>, 1998. The second form must be secondary; NZ drivers licence, Community Services card, IRD number. At least one form of ID must contain a photograph.

### 2. Interview

An interview must take place to assess the candidate's attributes and suitability for the role. In most cases this is a person to person interview undertaken by Playschool staff or a Partner Agency of Playschool. If the candidate is unable to attend a face-to-face interview for reasons such as geographical restrictions, then a Skype or phone interview is acceptable.

### 3. Collection of work history

Work history for the candidate for the previous 5 years (where applicable) must be supplied in either their application form or CV.

### 4. Reference check

Two referees are supplied and contacted. The referee must be able to confirm that information contained in the candidate's CV is correct and if they have any concerns relating to the candidate's suitability to work with tamariki. Referees cannot be a direct or extended family member of the contact.

### 5. Verification by registration bodies

Confirmation of membership/registration with any registration bodies is confirmed and any relevant information is accessed. A current practicing certificate must be obtained and verified from the Education Council for ALL qualified Teachers.

## **6. Police Vetting**

A New Zealand Police Vet is carried out for ALL candidates. If the candidate has lived overseas for a period of 12 months or more within the 10 years prior, then a Police Vetting form (Certificate of Non-Criminal Offence) must be obtained for each country they have resided in for 12 months or more. In exceptional circumstances a required overseas Police Vet may not be able to be obtained in which case a No Criminal Record of Statutory Declaration must be completed.

Kaiako and Programme Co ordinators must have had NO criminal convictions that may directly affect the care of tamariki in any way. Other offences including driving offences will be assessed on a case-by-case basis in consultation with the kaiako and at the discretion of the Director of Playschool.

## **7. Risk assessment**

All information is evaluated to assess the risk the candidate poses to the safety of tamariki. An informed decision is reached on the candidate's suitability to be a tamariki worker.