

Playcentre Aotearoa's Safety Checking Procedure



Children's Act 2014.

Licensing Criteria for Centre-Based Education and Care Services 2008 (as amended May 2016):

GMA7A: All children's workers who have access to children are safety checked in accordance with the Children's Act 2014. Safety checks must be undertaken and the results obtained before the worker has access to children. The results of the safety checks must be recorded and the record kept as long as the person is employed at the service. Every children's worker must be safety checked every three years. Safety checks may be carried out by the employer or another person or organisation acting on their behalf

Item	Procedure
1.0	<p>Safety Checking must be completed as per Playcentre Aotearoa's Child Protection policy and in accordance with relevant legislation. Safety Checking procedures here outline 'how to' complete safety checks for students intending to enrol in our Playcentre Education Programme and Centre based paid roles.</p> <p>This overview aims to provide a bird's eye view of the components of safety checking.</p>



- Regional Office Processes
- Processes that centre members may be involved in, with regional support



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2.0	Safety Checking at Playcentre	Who/When/Where-- for Students	Who/When/Where – For Employees
2.1	<p>Applying the regulations for safety checking children’s workers to our Playcentre context, we have determined the following:</p> <p>Core “children’s workers” at Playcentre are</p> <ul style="list-style-type: none"> - all those in paid Playcentre positions working with tamariki in Centres (at least once a week or 4 times a month) - all volunteers engaged in formal training that requires them to do practical work on session - any students from another training or education provider attending Playcentre as part of a placement or experience for their training programme <p>Non-core “children’s workers” at Playcentre are</p> <ul style="list-style-type: none"> - Regional employees who visit Playcentres regularly (at least once a week or 4 times a month) as part of their role, who will not have primary responsibility for tamariki. <p>Exempt from safety checks are</p> <ul style="list-style-type: none"> - all other members, whānau, and volunteers. <p>We may request a safety check be conducted on anyone volunteering to attend the Centre regularly without bringing tamariki, and who have not been part of the Playcentre’s community within the last 6 months.</p> <p>We also note that any employees who may work in Centres less often than once a week or 4 times a month, and any contractors, or their employees, who may have unsupervised access to tamariki during normal opening hours of the Centre will be Police vetted (but not Safety Checked).</p>		
2.2	<p><u>Prior</u> to the start date, all <u>employees</u> must:</p> <ol style="list-style-type: none"> a) Have an NZPF employment agreement for the role they are working in that is signed and dated. (For Centre-based employees this is supplied by the Centre Support Coordinator (CSC) or Programme Coordinator). b) Have a completed safety check if they will be on session <p>NOTE: Police Vets are required as part of the safety checking process and results can take up to 6 weeks from submission.</p>	n/a	<p>Centre and Centre Support Administrator or Coordinator, or Programme Admin or Coordinator</p>



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2.3	<p>When seeking to employ a Centre-based employee – “Employment Procedures” must be followed.</p> <p>The above named procedure ensures we meet statutory obligations.</p> <ul style="list-style-type: none"> a) Safety Checking questions are included as part of the Playcentre Aotearoa “Application for Employment” form. b) Applicants are also asked to complete: <ul style="list-style-type: none"> - the top section of the “Playcentre Aotearoa – Safety Checking for Intending Students/Employees” form - A Police Vetting Service Request and Consent form c) All potential employees that will have regular contact with tamariki must be interviewed before they can be employed 	n/a	Centre with Regional employees
2.4	Students should be provided an enrolment pack including the documents required for safety checking at or before their first workshop	Facilitator of first workshop or Centre Education Officer	n/a
2.5 Complete Safety Checking for Intending Students/Employees Form			
2.5.1	Individual completes first section of “Safety Checking form for intending Students/Employees” (that within the bold border).		
2.5.2	<p>Individual provides original documents and a photocopy of two forms of ID (at least <u>one of which is photographic</u>)</p> <ul style="list-style-type: none"> a) Primary ID – Passport, Full NZ Birth Certificate or Citizenship Certificate. b) Secondary ID – NZ Drivers License, Kiwi Access Card (previously 18+ card) or a Community Services Card. <p>IF documents are in different names, a change of name document will be required e.g. NZ Marriage or Civil Union Certificate, or name</p>	Student – at the first or second workshop, or as soon as possible afterwards	Employee – at the interview



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	change certificate. (This may also be useful if their National Student Number (NSN) is in a previous name.) See Appendix A for full list of possible Identification documents.		
2.5.3	Playcentre Aotearoa manager or employee delegate verifies identification (ID) by; a) Checking photo ID matches individual. b) Sighting original documents and confirming it matches the photocopy. c) Signing and dating photocopy of ID. d) Where a change of name document is required (as in 2.5.2), steps b and c above are followed for that as well. e) Attaching these verified photocopies (of two forms of ID) to form.	Employee of Playcentre Aotearoa – usually Facilitator, Centre Administrator or Centre Support Worker	Employee of Playcentre Aotearoa – usually Centre Support Worker.
2.5.4	Playcentre Aotearoa manager or employee delegate: a) Checks form is completed, signed and dated by Individual. b) Completes “Safety Checking Identity Confirmation” section of form.		
2.6	Complete New Zealand Police Vetting Service Request and Consent Form		
2.6.1	Individual completes sections 2 and 3 of “New Zealand Police Vetting Service Request and Consent Form”	Student	Potential Employee
2.6.2	Playcentre Aotearoa manager or employee delegate: a) Checks form is completed correctly b) Is signed and dated by Individual Potential employees will be informed that this will only be processed if they are the preferred candidate and it will be destroyed or returned to them if they are unsuccessful.	One of the following; 1. Centre Administrator 2. Facilitator 3. Centre Support Worker	Centre Support Worker at the interview
2.7	Playcentre Aotearoa manager or employee delegate then: 1. Collates; a) Playcentre Education Enrolment		



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	<p>Form OR Application for Employment Form</p> <p>b) Safety Checking for Intending Students/Employees Form (See 2.5 above).</p> <p>c) New Zealand Police Vetting Service Request and Consent Form</p> <p>d) Verified copies of ID</p> <p>e) Interview Worksheets for potential Employees</p> <p>2. Sends to Regional Office.</p>	<p>Send a) through d) to Education Administrator</p>	<p>Send a) through e) to Centre Support Administrator</p>
2.8	<p>For Centre-based employee roles the Centre Support Worker will contact the referees of the preferred applicant, and will include questions related to the Safety Checking requirements – such as whether the person poses a risk to children.</p> <p>They will record the responses to these questions, along with the more general referee questions and forward these to the Regional office, preferably with the above paperwork.</p>	<p>Not Required – will be completed in Step 3.2</p>	<p>Centre Support Worker sends to Centre Support Administrator</p>



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3.0	REGIONAL OFFICE: Safety Checking Procedure	WHO
3.1	<p>Safety Checking Form, Police Vetting and copies of ID received.</p> <p>If an intending employee, then interview notes & referee notes are also received.</p> <p>If an intending student, enrolment form received</p> <p>a) Where these documents are received by the Education Administrator, they will hold and process the Education Enrolment form, but pass all other documentation to the Centre Support Administrator for processing.</p>	<p>Centre Support Administrator</p> <p>Or</p> <p>Education Administrator</p>
3.2	<p>Safety Checking information is gathered, using the "Safety Check form for Intending Students and Employees" to track:</p> <p>a) Submission of police vetting request in online system</p> <p>b) If a student application: Call student and undertake interview</p> <p>c) If a student: call referees and ask appropriate questions about whether the person poses a risk to tamariki (already a completed step for intending employees in 2.8).</p> <p>d) If either: Review work history provided</p> <p>e) If either: Check Playcentre systems, and any relevant professional bodies for records.</p> <p>f) If additional concerns raised by Police Vet or other results, a further referee may be requested and contacted with additional questions.</p>	<p>Centre Support Administrator</p>
3.3	<p>Once all the information has been collated a Risk Assessment is undertaken. The Risk Assessment will consider:</p> <p>a) Any concerns raised</p> <p>b) The relevance of any convictions/concerns to the role – be it as a student or employee</p> <p>c) How long ago the convictions or concerns raised occurred.</p>	<p>Centre Support Administrator</p>
3.4	<p>Where the assessment is that the person is low risk:</p> <p>Centre Support Administrator will:</p> <p>1) Record in the Student Management System that the Safety Check has been completed</p> <p>2) For an employee:</p> <p>i) File the completed Safety Check form, Police Vet form & result & copies of ID with the individuals personnel file</p> <p>ii) Advise the CSC/Programme Coordinator and the Centre where appropriate that the Safety Check was clear</p> <p>3) For a student:</p> <p>i) Give the completed Safety Check form, Police Vet form & result & copies of ID to the Education Administrator to file</p>	<p>Centre Support Administrator</p>



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	with the student's enrolment records 4) Destroy any police vet forms of unsuccessful job applicants.	
3.5	<p>Where concerns are raised</p> <p>The Centre Support Administrator will refer the case to the Centre Support Coordinator/Programme Coordinator and Regional Manager to decide on the next steps.</p> <p>a) The Service Delivery Manager and other Regional Managers may be consulted with to come to a decision, and will check for precedence using anonymised data.</p> <p>b) In the case of indecision, the Service Delivery Manager's decision will be final.</p> <p>c) If any actions are required to mitigate risk this will be kept as confidential as possible, taking into account the privacy of the individual, but keeping safety of tamariki as paramount.</p> <p>d) We may request the individual to engage with us in creating an action plan that they will sign, outlining how any risk to tamariki will be mitigated.</p> <p>e) Any risk mitigation will be recorded on the Safety Check form, and the appropriate record-keeping steps in 3.4 will also be followed.</p>	Centre Support Administrator, Centre Support Coordinator, Regional Manager, and Service Delivery Manager
3.6	<p>Rechecks</p> <p>The Student Management System (SMS) provides notice to the Centre Support Administrator when rechecks are due for both students and employees to start the processes to;</p> <p>a) Complete new Police Vet</p> <p>b) Obtain verified copies of Identification (ID) –where a person's name has changed.</p> <p>c) Complete a Risk Assessment</p>	Centre Support Administrator
3.7	<p>Records pertaining to Safety Checking will be retained for:</p> <ul style="list-style-type: none"> • Student: 12 months following their last engagement with the education programme (attending a workshop/ submitting an assignment) or once they have completed their qualification • Employee: 3 years – until the next safety check is completed or until they leave the service. 	Centre Support Administrator

Appendix A: Identification documents

- A. A specified organisation (in this case Playcentre Aotearoa) must establish that the claimed identity of the children's worker exists by checking an original primary identification document. This is a closed list of documents and one of the below must be used:



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Possible Primary Identity Documents	
Document/record	Issuing agency
New Zealand Passport	Department of Internal Affairs
Overseas passport (may include New Zealand immigration visa or permit issued by the Ministry of Business, Innovation or Employment (Immigration New Zealand))	Overseas authority
New Zealand emergency travel document	Department of Internal Affairs
New Zealand refugee travel document	Department of Internal Affairs
New Zealand certificate of identity (issued under the Passports Act 1992 to non-New Zealand citizens who cannot obtain a passport from their country of origin)	Department of Internal Affairs
New Zealand certificate of identity (issued under Immigration Act 1987 to people who have refugee status)	Ministry of Business, Innovation or Employment (Immigration New Zealand)
New Zealand Firearms license	New Zealand Police
New Zealand full birth certificate issued on or after 1 January 1998 carrying a unique identification number	Department of Internal Affairs
New Zealand citizenship certificate	Department of Internal Affairs

- B. A specified organisation (in this case Playcentre Aotearoa) must also establish that the claimed identity of the children's worker is living and that they use the identity in the community by verifying an original secondary identity document. This is a closed list of documents and one of below must be used:

Possible Secondary Identity documents	
Document/record	Issuing agency
New Zealand driver licence	NZ Transport Agency
Kiwi Access Card (previously 18+ Card)	Hospitality New Zealand Incorporated
Community services card	Ministry of Social Development



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SuperGold Card	Ministry of Social Development
Veteran SuperGold Card	Ministry of Social Development
New Zealand student photo identification card	New Zealand educational institution
New Zealand employee photo identification card	Employer
New Zealand electoral roll record	Electoral Enrolment Centre of New Zealand Post Limited
Inland Revenue number	Inland Revenue Department
New Zealand issued utility bill, issued not more than six months earlier	
Steps to Freedom form	Department of Corrections

C. A specified organisation (in this case Playcentre Aotearoa) must establish that the claimed identity of the person presenting (the children's worker) is linked to the presenter. This can be done in two ways:

- Option (i) – By checking one of the two forms of identification used to satisfy requirements A or B above in person against the children's worker. This requires that one of the two forms of identification presented must be photographic.
- Option (ii) – By using an identity referee as described below.

If relying on option (ii), use of an identity referee, the children's worker must produce with their identity documents:

- The name and contact details of an identity referee.

AND EITHER:

- A photograph of the children's worker authenticated by the identity referee.

The identity referee needs to write on the back of the photograph "Certified true likeness of [full name of person]" (or words to that effect), and sign and date the certification.

OR

- A verification statement signed and dated by the identity referee verifying that the primary identity document produced by the children's worker relates to that children's worker.

In order to qualify as an identity referee the person must meet the following criteria:

- Have known the children's worker for at least 12 months
- Is at least 16 years of age
- Is not related to the children's worker and not part of the children's worker extended family
- Is not a spouse or partner of the children's worker
- Does not live at the same address as the children's worker

