Safety Checks – Vetting and Screening

New safety checks are now mandatory under the Vulnerable Children’s Act 2014 and are the new standard safety check for all paid staff in the government funded children’s workforce. The government funded children’s workforce (core children’s workers) is anyone in a paid capacity who has regular contact with children, whose organisation receives government funding. Due to Surf Life Saving Northern Region’s receipt of indirect government funding, additional to any grants/funding from local or central government, the new safety checks apply to Surf Life Saving Northern Region. The new requirements are as follows:

* All new SLSNR staff paid or voluntary, who work with children (core children’s workers) must be safety checked before they start work (from 1 July 2015) (relates to Section 25).
* All new SLSNR paid or voluntary staff who are non-core children’s workers must be safety checked before they start work (from 1 July 2016) (relates to Section 25).
* All existing children’s core workers currently employed either paid or voluntary by SLSNR (or engaged as a contractor) must be safety checked before 1 July 2018 (relates to Section 26).
* All existing non-core children’s workers employed either paid or voluntary by SLSNR must be safety checked by 1 July 2019 (relates to Section 26).

Safety Checks must include (Section 31):

1. **Identity Verification** - Passport or Driver’s License or another official document that has a photo. This applies to new core and non-core children’s workers only (Section 31.2(a)).
2. **Collection of Other Information** – Referee check. It is recommended two referee checks are carried out (Section 31.2(b)).
3. **Police Vetting** - You must state on the form vetting is required under the Vulnerable Children’s Act 2014 and whether the request is for a core or non-core children’s worker.
4. **Risk Assessment** - Clubs or SLSNR must evaluate the above information and assess the risk The person would pose to the safety of children if employed or engaged by the Club or SLSNR as a core children’s worker or whether the role is a core children’s role (Section 31.2(c)). All information in the Safety Check informs the Club or SLSNR’s final decision whether to employ or engage the services of a person. The final decision about whether a person is safe to work with children remains the sole responsibility of the Club or SLSNR. Ultimately the Club or SLSNR should be satisfied that the children’s worker would pose no undue risk to the safety of children if employed or engaged. Further referees or more information from previously contacted referees may be sought; or to raise any issues with the candidate, including where information is unclear or inconsistent; or expert advice may be utilised.

*Only the person responsible for hiring decisions and the potential employee should be able to see the safety check information. In all cases the Privacy Act 1993 must be observed.*

Evidence of the above four checks must be recorded and maintained in a secure facility (See Appendix Safety Check Form).

These Safety Checks must be updated every three years.

Clubs affiliated to SLSNR who do not receive direct or indirect government funding are not obliged to undertake the above Safety Checks, but are encouraged to by the Ministry of Social Development as good practice.



**Safety Check Form**

Name of candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (must be rechecked every three years) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identity Verification

Type of document sighted ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name on document if different to applicant name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Serial number on document\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referee Check

Name of person contacted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person contacted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any concerns raised from any referee checks Yes / No

Police Vetting

Consent in writing by candidate for Police Vetting sought Yes / No

Police Vetting application submitted Yes / No

Police Vetting complete, applicant suitable to work with children Yes / No

Risk Assessment

Further information sought additional to above safety checks Yes / No

What information was sought and from whom/where?

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Candidate is deemed suitable by SLSNR to work with children Yes / No