



## Checks required for new children's workers

The following checks must have been completed for all people a specified organisation is seeking to employ or engage as a children's worker (including as a contractor) from 1 July 2015 for core children's workforce roles, and from 1 July 2016 for non-core children's workforce roles.

Employee's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date to start: \_\_\_\_\_

			✓
1	Identity confirmation	<ol style="list-style-type: none"> <li>1. Use of an electronic identity credential (e.g., the RealMe identity verification service), and a search of personnel records to check that the identity has not been claimed by someone else; Or...</li> <li>2. Following the regulatory process to provide confidence that:               <ul style="list-style-type: none"> <li>- The identity exists (i.e. that it is not fictitious) by checking an original primary identity document.</li> <li>- The identity is a 'living' identity and the potential children's worker uses that identity in the community by checking an original secondary identity document.</li> <li>- The potential children's worker links to the identity either by checking an identity document that contains a photo, or by using an identity referee.</li> <li>- Searching personnel records to check that the identity has not been claimed by someone else.</li> </ul> </li> </ol>	
2	Interview	<ol style="list-style-type: none"> <li>1. An interview of the potential children's worker.</li> <li>2. The interview may be conducted via telephone or other communications technology.</li> </ol>	
3	Work History	Obtaining and considering a work history, covering the preceding five years, provided by the potential children's worker.	
4	Referee(s)	Obtaining and considering information from at least one referee, not related to the potential children's worker or part of their extended family.	
5	Information from professional organisation	Seeking information from any relevant professional organisation, licensing authority, or registration authority, including (but not limited to) confirmation that the potential children's worker is currently a member of the organisation, or currently licensed or registered by the authority.	
6	Police Vet	Obtain and consider information from a NZ Police vet, unless at least three-yearly NZ Police vetting is already a condition of the potential children's worker holding professional registration or a practicing certificate (and the specified organisation has confirmed that that registration or certificate is current).	
7	Risk Assessment	Evaluation of the above information to assess the risk the potential children's worker would pose to the safety of children if employed or engaged, taking into account whether the role is a core children's worker or non-core children's worker role.	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_