

## VULNERABLE CHILDREN ACT 2015, IMPLEMENTATION POLICY

### Purpose

- To ensure all students and staff are safe whilst under the care of Otumoetai Intermediate School.

### Procedures

#### Teachers and Ancillary Staff

When a teacher starts in a new core worker role on or after 1 July, 2016, the employer is required to do a number of safety checks to the VCA standard. This will require the following steps.

- Identity Confirmation\*
- Interview
- Obtain five year work history
- Referee check
- Gain information from professional organizations, such as EDUCANZ
- Obtain a Police Vetting check (the Police Vet requirement for teachers is met by a current practicing certificate).

An evaluation of the above information is then to be conducted by the principal to determine if the teacher would pose a safety concern to the students. All the above information is to be documented and filed.

#### University/Teachers College Student Teachers

If the student teacher is going to be working in the supervision of the teacher (who has been vetted, and checked) then nothing further needs to be done. However, if the student teacher will be working with students on a 1-on-1 ratio at any time, then the school principal is required to do the following 5 steps:

- Identify Confirmation\*
- Obtain a Police vet
- Cross check with referees
- Interview the student
- Ensure all references and documentation are filed.

#### School Camp Helpers

If the school camp helper is going to be working in the supervision of the vetted core worker then nothing further needs to be done. However, if the school camp helper will be working with students on a 1-on-1 ratio, or groups of students, at any time, then the school principal is required to do the following 5 steps:

- Identity Confirmation\*
- Obtain a Police vet
- Cross check with referees
- Interview the student
- Ensure all references and documentation are filed.

### Parental Help

If the parental help, such as a classroom teacher aide or sports coach, is going to be working in the supervision of the vetted core worker (the teacher) then nothing further needs to be done. However, if the said person will be working with students on a 1-on-1 ratio, or groups of students, at any time, then the school principal is required to do the following 5 steps:

- Identity Confirmation\*
- Obtain a Police vet
- Cross check with referees
- Interview the student
- Ensure all references and documentation are filed.

### Periodic Checks

Every three years following their checks at the required standard, the following checks must be completed for each person an organisation continues to employ or engage as either a core or non-core children's worker.

- Confirmation that the children's worker has not changed their name from the name on the documents produced during the initial identity confirmation (i.e., the presented primary or secondary document). If there has been a change to the person's name since he or she was last safety checked, the person must reconfirm his or her identity by producing a supporting name change document relating to his or her name change.
- Seeking information from any relevant professional organisation, licensing authority, or registration authority, including (but not limited to) confirmation that the person is currently a member of the organisation, or currently licensed or registered by the authority.
- Obtaining and considering information from a New Zealand Police vet, unless at least three-yearly New Zealand Police vetting is already a condition of the children's worker holding professional registration or a practicing certificate (and the specified organisation has confirmed that that registration or certificate is current).
- Evaluation of the above information to assess the risk the 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 workforce or non-core children's workforce role.

### \*Identity Confirmation

This may be done either by:

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.
2. Following the regulatory process to provide confidence that:
  - The identity exists (i.e. that it is not fictitious) by **checking an original primary identity document**.
  - 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**.
  - 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**.
  - Searching **personnel records** to check that the identity has not been claimed by someone else.