

## Hātepe Kaimahi

Poipoi – Kauawhi – Tāuteute – Pūnaha Auaha – Ārahi  
Nurture – Include – Engage – Innovate – Lead

### What guides us

Living Te Tiriti o Waitangi  
Ensuring ākongā are at the centre of everything we do  
Delivering high-quality, future-focused teaching and learning

## CHILD SAFETY CHECKS - HĀTEPE KAIMAHI

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Owner	: DCE Systems and Support
Who are these procedures for	: All kaimahi and specified volunteers.

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These procedures support the [Child Protection Policy](#) approved by the Board of Trustees in June 2023.

### Scope

This document covers the Te Kura expectations for undertaking Child Safety Checks for all our kaimahi to comply with the requirements of the [Children's Act 2014](#) (the Act).

### Purpose

To ensure that Te Kura is reducing the risk of harm to children by requiring all persons employed or engaged in work that involves any regular contact with or influence over ākongā to be safety checked. It also ensures that Te Kura is compliant with requirements per the Children's Act 2014 and Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015.

### Te Tiriti o Waitangi and cultural inclusivity

This Hātepe Kaimahi expects alignment with the Child Protection Governance Policy statements.

### Definitions

As defined in [the Act, Part 3, s 23\(1\)](#).

**Child:** Any child or young person aged under 18 years, and who is not married or in a civil union.

**Children's Worker:** A person who works in, or provides, a regulated service, and the person's work:

- may or does involve regular or overnight contact with a child or children (other than with children who are co-workers); and
- takes place without a parent or guardian of the child, or of each child, being present.

**Core Workers:** A children's worker whose work in or providing a regulated service requires or allows that, when the person is present with a child or children in the course of that work, the person:

- is the only children's worker present; or
- is the children's worker who has the primary responsibility for, or authority over, the child or children present.

**Non-Core Worker:** All other children's workers or kaimahi.

**Regulated service:** A service identified in [Schedule 1](#). (25-31B lists Education Services)

**Work:** means work that is:

- (a) paid work; or
- (b) unpaid work that is undertaken as part of an educational or vocational training course.

Other terms

**Kaimahi:** worker/staff (Māori).

## Procedures / Process

### Kaimahi

While our Kaiako and Learning Support have the most regular contact with ākonga, **all kaimahi** are deemed to be children's workers and subject to a Child Safety Check. This is due to the potential for any of our kaimahi to interact with at-risk ākonga by phone, email, online or in person. This includes for purposes of renewals.

A current practising certificate meets the police vetting component of the Child Safety Checking process required of employers under the Children's Act 2014. The Te Kura recruitment processes for fixed term and permanent appointments to teaching positions include the same process requirements of Child Safety Checks, including two forms of current identity verification.

### Volunteers

Volunteers are required to be safety checked if the volunteering is part of an educational or vocational training course (for example, a student teacher at a school as part of an education qualification).<sup>1</sup> The Ministry of Education recommends that boards safety check all volunteers who will have access to, and who will have regular or overnight contact with, children.<sup>2</sup> For more information on volunteers consult the references below and/or connect with Human Resources.

### Vetting New Kaimahi

As part of the recruitment process, a Child Safety Check is to be completed for all new kaimahi.

A Child Safety Check requires the following:

- Identity Confirmation (requires two forms of identification)
- Police Vetting
- Interview with new kaimahi by management or supervisor
- Work History
- Referee Check
- Risk Assessment

### Identity Documentation

Two forms of current identification documentation, one Primary and one Secondary are required to be submitted. At least one of these must be photographic. These identity documents must be sighted by Human Resources or your Regional Manager. Where this is not possible, the document must be sighted and verified by an approved professional in your community e.g., a solicitor or Justice of the Peace.

- **Primary Documentation** – includes Passport, Full Birth Certificate, NZ Citizenship certificate.
- **Secondary Documentation** – includes NZ Drivers License, 18+ card, SuperGold Card

For questions regarding valid forms of Identity Documentation, refer to the [Police Vetting Service User Guide](#) or Human Resources.

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<sup>1</sup> [Safety checking | Oranga Tamariki — Ministry for Children](#)

<sup>2</sup> [Perform safety checks on volunteers – Education in New Zealand](#)

## Ongoing Safety Checking for Current Kaimahi

All Kaiako and other kaimahi who are required to hold a Teacher Registration complete identity confirmation and police vetting as part of renewal. Te Kura will use these as standing in place of HR completing police vetting and identity confirmation.

All other kaimahi will need to have their Child Safety Check renewed every three years on their anniversary date and thereafter. This will be advised to kaimahi by an email from Human Resources, requesting the following:

- Identity Confirmation (require two forms of identification)
- Police Vetting
- Risk Assessment

A record will be kept of these responses by Human Resources for audit purposes.

## Records

Te Kura are required to keep a record of the Child Safety Checks completed for each kaimahi. It is important to note these records will be provided by Te Kura, when requested, to the Ministry of Education, the Ministry of Health and other government agencies as required.

These records will be held by Human Resources on behalf of Te Kura. Information will be made available to Regional Managers and the Senior Leadership Team on request.

## Evaluation

- All Te Kura kaimahi will have a current valid Child Safety Check recorded for them on our central records.
- All ākongā and their whānau will have confidence in all Te Kura kaimahi that they are safe.

## Additional resources

[Children's Act 2014](#) – refer to Part 3 Children's Worker Safety Checking

[Education and Training Act 2020](#) – requirement for Police Vetting per section 104.

[Children's \(Requirements for Safety Checks of Children's Workers\) Regulations 2015](#)

[Safety Checking – General Guidance](#) – guidance from Ministry of Education (MOE)

[Child Safety Checks - MoE](#) - This resource gives an overview of the safety checking and Police vetting requirements (if any) of the Education and Training Act 2020 and the Children's Act 2014 (CA) in relation to the adults coming into your school or kura

[Safety checking | Oranga Tamariki – Ministry for Children](#)

[Police Vetting Service](#) – forms and guides related to this process.

**Approved by Te Rina Leonard, Chief Executive, Te Aho o Te Kura Pounamu**