



## New and Existing Employees

### Safety Checking under the Vulnerable Children Act 2014 A Resource for Early Learning Services

What must be done	If you are employing a NEW employee	If you are safety checking an EXISTING employee	Your notes
<b>Confirm their identity</b>	<p>The following will need to be checked as part of the candidate's application:</p> <ul style="list-style-type: none"> <li>an original primary identity document (e.g. passport) <b>and</b></li> <li>a secondary identity document (e.g. driver's licence)</li> </ul> <p>If neither of these contain a photograph, use an identity referee. There is a requirement under the Act to check your early learning service's records to make sure the identity has not been claimed by anyone else.</p>	<p>Ask the employee to provide you with the following for checking:</p> <ul style="list-style-type: none"> <li>an original primary identity document (e.g. passport) <b>and</b></li> <li>a secondary identity document (e.g. driver's licence)</li> </ul> <p>If neither of these contain a photograph, use an identity referee. There is a requirement under the Act to double check your early learning service's records to make sure the identity has not been claimed by anyone else.</p>	
<b>Do an interview</b>	Interview the candidate and ask specific questions to allow them to talk about their own attitudes, beliefs and behaviours.	Not required	
<b>Ask for a work history</b>	Ensure the candidate provides you with their work history ideally for the last five years. This should be contained in the candidate's C.V. or on the candidate's employment application form.	Not required	
<b>Check at least one referee</b>	A referee cannot be related to the candidate or part of the candidate's extended family. Confirm with the referee that the information in the candidate's C.V. is correct. Ask the referee if they have any concerns regarding the candidate's suitability to work with children.	Not required	
<b>Get more information</b>	Seek information from any relevant professional organisation or registration authority to confirm if the candidate is a current member, registered or certificated by the authority. For teachers you must do this by confirming with the Education Council that they have a current practising certificate.		
<b>Do a Police vet</b>	You will need to Police vet all employees however if the candidate is a teacher who holds a current practising certificate their Police vet will already have been done. If required, allow up to 20 working days for a Police vet to be completed.	You will need to Police vet all employees you have not vetted within the last three years. If the employee is a teacher who holds a current practising certificate their Police vet will already have been done. If required, allow up to 20 working days for a Police vet to be completed.	
<b>Assess the risk and make your decision</b>	Evaluate all the information you have gathered to assess the risk the candidate would pose to the safety of children if employed or engaged. Is the person safe to work with children? Will they actively contribute to a culture of child protection, make the safety of children a priority, support your child protection policy etc? Make a decision based on your assessment.		
<b>Keep a record</b>	Keep a record of the information you gathered, when you gathered it and the date when safety checks need to be carried out again (in 3 years time). Attach this to the employee's personnel file and ensure it is securely stored. Ensure you meet your obligations under the Privacy Act (Principle 9) when retaining and disposing of employment records.		