Wairoa College

Next review: Term 2 2024

Safety Checking

The Wairoa College board is responsible for ensuring all ▸ **children's workers (core and non-core)** employed or engaged by the school are safety checked prior to their appointment. We have robust safety checking procedures to maintain student safety at all times.

Employed children's workers include teachers, support staff, non-teaching staff, relievers, and self-employed practitioners. The school may also safety check volunteers (including unpaid service providers), private tutors/teachers, and contractors as good practice.

Whenever the board enters into a contract or funding arrangement with an independent person who provides children's services (e.g. speech language therapists, music tutors etc.) to the school, that person must adopt a child protection policy, which must be reviewed every three years. See **Child Protection**.

Safety checking procedure

Safety checking involves:

1. **Identity confirmation** – verify two forms of ▸ **official identification** to ensure further information gathered is reliable.

2. **Any information about previous ▸ criminal convictions** – police vet all employed children's workers for public safety and child protection.

3. **Other information** – gather details about work history and professional organisation membership; verify licences, registrations, and qualifications; conduct ▸ **interviews**, carry out referee checks, etc.

4. **Risk assessment** – evaluate information gathered to make a professional judgement about the employment, with students' best interests in mind. Consider the relevant indicators in context, and seek further evidence if necessary.

5. **Periodic safety checks** – complete within three years of the employee's last safety check. This includes confirmation of any name changes, police vetting for non-teachers, and registration checks with professional organisations and authorities. The board or delegate completes a risk assessment at the end of this process to determine whether the worker poses a risk to student safety.

Safety checks by others

In some instances, the school may rely on other organisations (e.g. relieving agencies, teacher training providers, other educational service providers) to complete safety checks on its behalf. In such cases, we require formal written confirmation that checks have been conducted, and exercise due diligence by completing our own identity checks and risk assessments.

The Teaching Council police vets teachers as part of their **registration and certification** process. The school can rely on the Council to meet a teacher's vetting requirements.

Privacy and audit

The school maintains a record of all dates employees were safety checked and police vetted. We also keep records of assurances and risk assessment information if checks were conducted by others.

Police vets are handled confidentially, including applying for and receiving the vet, and storing the results. Only those requiring the information can access it and it is destroyed when no longer needed. This includes any printed requests, consent forms, and results, which are kept securely for no longer than 12 months before being destroyed.

The principal assures the board that all children's workers employed or engaged by the school have been safety checked before their appointment. The principal confirms that children's workers have been safety checked as required within 3 years of the previous check. See **Self-Review and Board Assurances**.

Related topics

- **Child Protection**
- **Police Vetting for Non-Teachers**
- **Vetting Requirements**
- **Contractors Working at School**
- **Parent Involvement**

Legislation

- Children's Act 2014
- Education and Training Act 2020
- Privacy Act 2020

Resources

- Ministry of Education: **Children's Act 2014 requirements for schools and kura** ↗ (see **Safety checking**)
- Ministry of Education: **Vulnerable Children Act 2014 guide** ↗ (see parts 4 and 5)
- Ministry of Education: **What checks do I need to undertake for adults coming into my school or kura?** ↗

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