



## Safety Checking Policy Marutai Hihira

Version 1 | Mahi Tuatahi  
Effective Date | Whakamana tahito: March 2026 | Māehe 2026  
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Policy Owner | Rangatira Kaupapa Māhere: Chief Executive Officer  
Key Accountabilities | Ngā Takonga Tuatahi: Chief People Officer

### Introduction | Tīmatanga Kōrero

Whānau Manaaki o Tararua (He Whānau Manaaki) is committed to the protection and wellbeing of children. All children's workers who have access to children are required to be safety checked in accordance with the Children's Act 2014 and Education (Early Childhood Services) Regulations 2008 to assess whether people employed or volunteering in a Whānau Manaaki service might pose a risk to children.

### Applies To | Ko Wai Whakahāngaitia

This policy applies to all Whānau Manaaki employees, contractors and volunteers whose role allows contact with children.

### Definition | Tautuhi

**"Children's Worker"** means a person who works in, or provides, a regulated service, and the person's work –

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

**"Core Worker"** means 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—

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

**"Non-Core Worker"** means a children's worker who is not a core worker and have regular, but limited, child contact and are never alone with children.

These terms are defined in the Children's Act 2014.

**"Employee"** is defined as any person employed by an Whānau Manaaki to do any work for remuneration under a contract of service.

**"Contractor"** is defined as any person operating in a business independent of Whānau Manaaki, including being self-employed, that has been contracted for specific services

**"Volunteer"** is defined as someone who gives their time and skills freely without expectation of payment or reward. This includes parents and whānau, governance (board members and/or subcommittee members) and other community members supporting Whānau Manaaki activities.



## General Principles | Mātāpono Whānui

1. Whānau Manaaki shall maintain appropriate procedures for screening applicants before employing new staff or before engaging the services of a contractor or volunteer.
2. Whānau Manaaki shall conduct safety checks of all its staff in compliance with sections 25, 26 and 27 of the Children's Act 2014.
3. The Verification of Identity Process outlines the process for this specific part of a Safety Check.
4. The following safety checks must be carried out before a new Core or Non-core worker, or student volunteer or student on practicum who has access to children:
  - a) Verification of identity (including previous identities)
  - b) Information about work history
  - c) An Interview
  - d) Referee information
  - e) Information from any relevant professional organisation or registration body
  - f) A New Zealand Police Vet
  - g) A Risk Assessment
5. Safety checks will be carried out every three years for existing employees. A safety check for an existing employee will comprise of the following:
  - a) Verification of identity (including previous identities)
  - b) Information from any relevant professional organisation or registration body
  - c) A New Zealand Police Vet
  - d) A Risk Assessment
6. Vetting carried out prior to the engagement of other volunteers and contractors will comprise of the following:
  - a) Verification of identity (including previous identities)
  - b) Information from any relevant professional organisation or registration body
  - c) A New Zealand Police Vet
  - d) A Risk Assessment or determination of suitability or qualification for the intended role.
7. The results of safety checks will be recorded for employees in their personnel file, or for contractors and volunteers in the HRIS entry created for them. The record shall be kept as long as the employee is employed, or the contractor or volunteer is engaged by Whānau Manaaki.
8. Personnel files and information obtained for the purpose of safety checking will only be accessible by the Human Resources team, Chief Executive Officer and Senior Teachers.
9. If any relevant information is requested by the Ministry of Education or any other relevant agency this will be provided to them.
10. Safety checks carried out by Whānau Manaaki are valid for working across any Whānau Manaaki Kindergarten.

## New Employees

11. All Teachers with a current practising certificate will be Police Vetted under the requirements to be registered and therefore Whānau Manaaki will not carry out Police Vetting for Teachers as this will have already been completed by the Teaching Council of Aotearoa New Zealand.





12. All employees who do not hold current registration with the Teaching Council of Aotearoa New Zealand will be Police Vetted before they are able to commence their position under the category of Core Worker or Non-Core Worker as detailed in the table below.

#### Existing Employees

13. All Teachers with a current practising certificate will have their safety checking, (including Police Vetting) expiry date updated in our Human Resources Information System when they are granted a renewed current practising certificate by the Teaching Council of Aotearoa New Zealand.
14. All employees who do not hold current registration with the Teaching Council of Aotearoa New Zealand will have their Police Vetting renewed every three years in accordance with the Children's Act 2014.

#### Contractors

15. Contractors undertaking work for Whānau Manaaki that may result in contact with children, must be Police vetted in accordance with the general principles of this policy, prior to any work being undertaken.
16. Contractors and volunteers will only be on site at a kindergarten with the prior knowledge of the Head Teacher (HT), and only for the purpose(s) for which they have been engaged.
17. Contractors and volunteers will only be in the home of a TONI (homebased educator) with the prior knowledge of the Visiting Teacher (VT) and/or TONI, and only for the purpose(s) for which they have been engaged.
18. Contractors engaged to undertake repairs, maintenance or other work with risks not otherwise noted in the services usual hazard register, must either be supervised or undertake the work outside of session times. In all cases, any new risks should be discussed with the HT, VT or TONI and appropriate mitigations agreed prior to the commencement of work.

#### Students on practicum and Student Teachers

19. Safety checking applies to all unpaid work that is undertaken as part of an educational or vocational training course.
20. All students on practicum and student teachers volunteering in Whānau Manaaki Kindergartens will have been interviewed, reference checked and Police Vetted by the provider they are studying with.
21. Whānau Manaaki will carry out the following safety checks for a student on practicum or student teacher volunteering in the kindergarten:
  1. a verification of identity
  2. information about any relevant professional organisation or registration body
  3. Risk Assessment.
22. Whānau Manaaki must receive a letter from the provider stating the student's name, what components of the safety check have been completed and they meet the standards set out in the Children's Act 2014. This will then be stored in the student's personnel file.
23. In other circumstances, including Gateway students, if a student is enrolled at the school or college full time, Whānau Manaaki must receive attestation from the relevant school or college that that student meets the safety checking criteria.





24. Anyone over the age of 17 who is not enrolled in full time study will be Police Vetted by Whānau Manaaki.
25. For safety checking in other scenarios or situations that do not fit into one of these categories, the Chief People Officer must be consulted so they can advise on a process that adheres to relevant legislation and regulations. The agreed process will then be documented to referred to in the future.

### Core Workers and Non-Core Workers

Group   Rōpū	Core Workers   Pokapū Kaiako
Kindergartens	Teacher
Kindergartens	Relieving Teacher
Kindergartens	Head Teacher / Senior Head Teacher
Head Office	Visiting Teacher Lead
Head Office	Visiting Teacher
Head Office	Senior Teacher
Head Office	Driver
Head Office	Driver's Assistant
Head Office	Transport Lead
Head Office	Community Services Senior Lead
Head Office	Community Navigator Lead
Head Office	Community Navigator
Head Office	Community Worker
Head Office - Contractor	TONI
Kindergartens	Administrator
Kindergartens	Teaching Support
Kindergartens	Cook

Group   Rōpū	Non-Core Workers   Kaimahi kore Pokapū
Head Office	Executive Assistant
Head Office	Communications and Engagement Lead
Head Office	Communications Advisor
Head Office	Communications Advisor – Strategic Engagement
Head Office	Project Management Office Advisor
Head Office	Office Experience Manager
Head Office	Digital Operations Manager
Head Office	Health and Safety Advisor
Head Office	Senior Facilities Manager
Head Office	Facilities Advisor
Head Office	Facilities Property Maintenance Officer
Head Office	Facilities Administrator
Head Office	Engagement Manager





Head Office	Administrator - Operations
Head Office	Community Navigator – Le Fale
Head Office	Human Resources Advisor
Head Office	Human Resources Lead
Head Office	Human Resources Officer
Head Office	Human Resources Administrator
Head Office	Administrator – Community Services
Head Office	Etu Ao – Administrator
Head Office	Hub Coordinator
Head Office	SPACPAC ICT Support
Head Office	All members of the Senior Leadership Team
Governance Board	All members of the Governance Board
Etu Ao	Family Members
Head Office, Etu Ao and/or Kindergartens	Contractors

### Unsatisfactory Safety Checking Results

26. Any Safety Check which is deemed unsatisfactory or potentially unsatisfactory by the HR team member tasked with reviewing requirements of individual's Safety Checks will immediately be submitted to the Chief People Officer for review.
27. Any Police Vetting results that are returned "with results" will be immediately submitted to the Chief People Officer for review.
28. Any employee who has a specified offence under Schedule 2 Specified Offences of the Children's Act 2014 will have their employment terminated immediately. Any prospective employee who has a specified Offence under the same provision will be informed immediately that their employment will not progress.
29. Any other unsatisfactory Safety Check will be determined by the Chief Executive in consultation with the Chief People Officer.
30. Any termination of an employee's employment due to unsatisfactory Safety Checking results will be carried out in accordance with the Children's Act 2014, the Employment Relations Act 2000 and any other relevant legislation.
31. Any employee or prospective employee who has had their employment terminated or employment that will not progress due to unsatisfactory Safety Checks will be notified by the Chief Executive or Chief People Officer.

### Relevant Legislation and Regulations | **Whaitake Ture me Waeture**

1. Education (Early Childhood Services) Regulations 2008
2. Children's Act 2014
3. Oranga Tamariki Act 1989 and Children's and Young People's Well-being Act 1989
4. Employment Relations Act 2000



### Related Procedures or Processes and Documents | Pākanga Tukanga me Pukapuka

- Four Step Periodic Safety Check - Periodic safety checking of existing children's worker cover sheet
- Seven Step Safety Checking cover sheet - Safety Checking Cover Sheet
- Safety Checking Checklist - New Staff Member | [Kaimahi hou haumarū whakatūnga](#)
- Safety Checking Checklist - New Staff Member Checklist - For Staff Transferring from another Association to Whānau Manaaki
- Safety Checking and Risk Assessment Checklist - Existing Staff Member | [Kaimahi tuaro haumarū hihira whakatūnga](#)
- Safety Checking Checklist - Existing Staff Moving to a Teaching Role
- Safety Checking Checklist - Safety Check for Existing Teacher's Registration Renewal
- Safety Checking Checklist - New Volunteer
- Safety Checking Checklist - Initial Etu Ao |
- Verification of Identity Process | [whakatūturu tuatangata tukanga](#)
- Risk Assessment Documentation Tool
- Police Vetting Service - Request and Consent Form
- Untrained Relievers Pack
- Child Protection Policy | [Tamaiti Whakangungu Kaupapa Mahere](#)

### Policy Review Cycle | Kaupapa Arotake Hurihanga

This policy is to be reviewed every two years. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.

