

## What checks do I need to undertake for adults coming into my school or kura?



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.

What is the person's relationship with our school?		Education and Training Act 2020 Police vetting requirements	Children's Act 2014 safety checking requirements		
They are employed or engaged by the Board as a member of staff.  E.g. Teacher, Teacher Aide, Support staff, Caretaker, Music or Arts Tutors		A Police vet is required The Education and Training Act specifies that the Teaching Council requires a satisfactory Police vet to issue a practising certificate for a registered Teacher. (This meets the requirement for the Police vet under the Children's Act).  The Education and Training Act also specifies that a Police vet is required for non-teaching and unregistered employees.	All core and non-core children's workers are required to be safety checked.	Safety check:  Identity check  Police vet  Interview (for new staff)  Work history (for new staff)  Referee check (for new staff)	
They are a student on practicum.		No requirement	<b>Boards are legally responsible</b> under the Children's Act to ensure students have been safety checked.	D: 1 A	
They are engaged as a contractor to work in my school but they do not work with children.  E.g. Plumber, electrician, carpenter, construction worker, other contractor.		The Education and Training Act specifies that a Police vet is required if the person is likely to spend unsupervised (as defined in the Act) time with children during normal school hours.	No requirement		
They work in my school with children but I don't employ them.  E.g. Dental therapist, speech language therapist, RTLB, RTLit, PLD provider, Court appointed Lawyer, private tutors or agency staff such as SWiS, ERO, Ministry of Education or Ministry of Health staff.	,	No requirement	People who work in your school but who are employed or engaged as a children's worker by another organisation should be safety checked by their employing organisation. You should confirm with the person's employer that a safety check has been completed, in line with the requirements and time lines of the Children's Act, for people who do work in your school.		
They are a Volunteer.  E.g. canteen worker, breakfast club, parents, camp volunteers etc.		No requirement	No requirement  Volunteers don't need to be safety checked under the Children's Act 2014 or the Education and Training Act 2020. Your school and kura can choose whether to safety check their volunteers (or complete components of a safety check such as a Police vet). This may be guided by your own child protection and/or health and safety policies. If you choose to complete a Police vet, this should be submitted as a non-Children's Act check.		
They don't fit into any of the categories above.  E.g. parents or visitors on site (with the Board's consent) etc.		No requirement	No requirement		

The Health and Safety at Work Act 2015 has no additional Police vetting or safety checking requirements for adults in your school or kura. Download other resources: http://www.education.govt.nz/safety-checking-workers-and-child-protection-policy-for-schools-and-kura

- Safety checking new and existing employees
- Safety checking trainees on practicum
- Safety checking relieving teachers

Safety checking requirements can be found in Section II and III of the Children's Act 2014. http://www.legislation.govt.nz

More information about safety checking can also be found on the Oranga Tamariki website at https://www.orangatamariki.govt.nz/working-with-children/childrens-act-requirements/safety-checking/