



## **Care and Protection Procedures – Vulnerable Children’s Act, 2014**

To endeavour to keep all children safe while under the care of the school the school will follow the following procedures:

When appointing teaching staff (core worker)

1. All shortlisted candidates must provide at interview two original documents as proof of identity: a birth certificate/passport/Citizenship Certificate/NZ Firearms license/drivers license/HANZ +18 card. One of these documents must have a photo attached
2. Provide a work history
3. Undergo a referee check
4. Be a registered teacher and have current practising certificate

When appointing support/ancillary Staff (core worker)

1. All shortlisted candidates must provide at interview two original documents as proof of identity: a birth certificate/passport/Citizenship Certificate/NZ Firearms license/drivers license/HANZ +18 card. One of these documents must have a photo attached
2. Undergo a police vet
3. Provide a work history
4. Undergo a referee check

Contractors on the school site (non-core worker)

1. All contractors/employees who work on site must provide to their employer two original documents as proof of identity: a birth certificate/passport/Citizenship Certificate/NZ Firearms license/drivers license/HANZ +18 card. One of these documents must have a photo attached
2. Undergo a police vet with their employer. Any “result” response to this must be checked with the Principal before the employee is permitted to work on the school site
3. Provide a work history to their employer
4. Undergo a referee check
5. Have their identity confirmed (as per 1. Above)

All student teachers (core workers) are required to:

- Undergo procedures around police vetting and identity checking with their training provider
- The school will require documentation from the provider as to this being completed before the student teacher starts their practicum
- Meet with their tutor teacher prior to practicum

Regular parent volunteers are required to complete the following:

- Undergo a police vet
- Fill in a parent volunteer agreement
- Work under the direction of a teacher on staff

School camp helpers are required to meet the following:

- Undergo a police vet
- Attend the pre-camp meeting or meet with the lead teacher at an appropriate time
- Work under the direction of a teacher/lead teacher on camp

CYFs social workers have access to students under The Children and Young Person's Act, 1989. Other agencies who work children in the school must have parent consent given to the school directly and the Agency provides on letterhead information that the person representing their agency, talking to a child has a current police vet that has established no risk to the child with the official police vet response attached.

Periodic checks

- Every three years following their checks at the required standard, the following checks must be completed for each person the school continues to employ or engage as either a core or non-core worker.
- Confirmation that the children's worker has not changed their name from the name on the documents produced during the initial identity confirmation (primary or secondary documents). If there has been a name change the person must provide supporting documentation that relates to this name change as outlined above.
- Seek information from any relevant professional organisation, licensing authority or registration authority, including (but not limited to) confirmation that the person is currently a member of the organisation, or currently licensed or registered by the organisation.
- Obtain a police vet. In the case of the teacher, they must hold a current Practising Certificate and Teacher Registration to be able to teach at Tauriko School (This involves a police vet by the Education Council of Aotearoa NZ).
- Evaluation of the above information assesses the amount of risk involved in employing/engaging this person to work around children as per the Vulnerable Children Act 2014, "Schedule 2 Specified Offences".

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(Advice from NZPF, EduCANZ, University of Waikato, MOE)

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