Vulnerable Children Act – Checking New and Existing Employees

What must be done

If you are safety checking an EXISTING staff member

Your notes

If you are employing a NEW staff member

The following will need to be checked as Ask the staff member to provide you with

Confirm

their identity

part of the candidate’s application: the following for checking:

□ an original primary identity document □ an original primary identity document

e.g. passport **and** e.g. passport **and**

□ a secondary identity document e,g, □ a secondary identity document

driver’s license e.g. driver’s license

If neither of these contain a photograph, If neither of these contain a photograph,

use an identity referee. There is a use an identity referee. There is a

requirement under the Act to check requirement under the Act to check

to make sure the identity has not been to make sure the identity has not been

claimed by anyone else. claimed by anyone else.

Interview the candidate and ask specific Not required

Do an interview

questions to allow them to talk about

their own attitudes, beliefs and

behaviours.

Ask for a work history

Ensure the candidate provides you with Not required

their work history ideally for the past 5

years. This should be contained in the

candidate’s CV, or on their application form.

A referee cannot be related to the candidate Not required

Check the referees

or part of their extended family. Confirm

with the referee that the information in the

candidate’s CV is correct. Ask the referee if

they have any concerns regarding the

candidate’s suitability to work with children.

Get more information

Seek information from any relevant professional organisation, licensing authority, or registration authority

to confirm if the member is a current member or registered by that authority.

Check the internet.

Do a police check

You need to police vet all staff and update the check every 3 years. Allow up to 20 working days for a police vet. to be done. If the candidate has a conviction under the Vulnerable Children Act 2014, *schedule 2, Specified offences,* then they they can only be employed if they hold an exemption.

Evaluate all the information you have gathered to assess the risk the candidate would pose to the safety

Assess the risk and make your decision

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

Keep a record of the information you gathered, when you gathered it and the date when safety checks need to

Keep a record

Be carried out again in 3 years’ time.

Ensure you meet your obligations under the Privacy Act when retaining and disposing of employment records.